

# Glucagon Education Module: Skill Checklist

VOLUNTEER TRAINING INFORMATION						
Name of volunteer trainee:			Position:			
Volunteer phone:			Email:			
School year:			School:			
Student:		Grade/Teacher:		Email:		
School nurse or licensed trainer:		Phone:		Email:		
<i>Minimum of annual refresher training required (remediate as necessary)</i>						
Explanation/Return Demonstration			Supervision follow-up and evaluation			
			Initial Training Date	Date	Date	Date
1. State purpose and name of procedure						
2. Identify volunteer's willingness to participate in the procedure						
3. Review universal precautions						
4. Identify when glucagon is to be given						
5. Identify possible problems and appropriate actions.						
6. Identify supplies <ul style="list-style-type: none"> <li>• Glucagon kit</li> <li>• Instructions</li> </ul>						
7. Confirm that the glucagon is appropriately labeled with student name, dosage, time to be given, and that it matches the physician orders on the diabetes medication management order (DMMO).						
8. Ensure that the glucagon has not expired, and the volunteer verbalizes expired medication cannot be given.						
9. Passed applicable skills competency (attached) <ul style="list-style-type: none"> <li><input type="checkbox"/> Syringe and vial</li> <li><input type="checkbox"/> Nasal spray device (Baqsimi)</li> <li><input type="checkbox"/> Auto injector device (Gvoke, Zegalogue)</li> <li><input type="checkbox"/> Prefilled syringe (Gvoke, Zegalogue)</li> </ul>						
10. Identify someone to call EMS/911						
11. Note time glucagon was administered						
12. Turn person on their side						
13. Give used kit/device to EMS personnel						
14. Remove gloves and wash hands						
15. Document the date, time, dose of glucagon on the medication administration form.						
16. Follow-up with the parent/guardian and school nurse.						
17. Special considerations:						
SIGNATURES						
School nurse/licensed trainer name:			Signature:		Date:	
Volunteer trainee name/position:			Signature/initials:		Date:	

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Student Name:					DOB:	
SKILLS-Syringe and vial kit glucagon kit (e.g. Lilly® Glucagon Emergency Kit, Novo Nordisk® GlucoGen® HypoKit™)					Supervision Follow-up and Evaluation	
					Date	Date
1. Gather glucagon kit and put on gloves.						
2. Identify someone to call 911.						
3. Open kit.						
4. Review needle safety.						
5. Remove flip top seal from vial.						
6. Remove needle protector from syringe.						
6. Slowly inject all sterile water into vial of glucagon, leaving needle in vial if possible.						
7. Gently swirl vial until solution is clear – <b>DO NOT</b> shake vial.						
8. Withdraw all glucagon solution from vial.						
9. Turn person on their side.						
10. Insert needle straight in (90 degree angle). Inject glucagon into: <ul style="list-style-type: none"> <li>• Arm (deltoid) muscle</li> <li>• Leg (outer thigh)</li> </ul> Inject through clothing only if necessary.						
11. Withdraw needle, apply light pressure at injection site.						
12. Place used needle back in kit and close lid. <b>DO NOT</b> recap needle.						
13. Give used kit to EMS personnel.						

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<b>Student Name:</b>		<b>DOB:</b>				
<b>SKILLS-Nasal spray (Baqsimi)</b>	<b>Supervision Follow-up and Evaluation</b>					
	<b>Date</b>	<b>Date</b>	<b>Date</b>	<b>Date</b>	<b>Date</b>	<b>Date</b>
1. Gather Baqsimi glucagon kit and put on gloves.						
2. Identify someone to call 911.						
3. Do not remove shrink wrap or open the tube until you are ready to use it. If shrink wrap is missing or the tube is opened, do not use.						
4. Remove shrink wrap by pulling on the red stripe.						
5. Open lid and remove the device from the tube. CAUTION: do not press the plunger until ready to give the dose.						
6. Hold device between fingers and thumb. Do not push plunger yet.						
7. Insert tip gently in one nostril until fingers touch the outside of the nose.						
8. Push plunger firmly all the way in. Dose is complete when the green line disappears.						
9. Turn person on their side.						
10. Give used kit to EMS personnel.						

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Student Name:				DOB:		
SKILLS-Auto Injector (Gvoke Hypopen)				Supervision Follow-up and Evaluation		
				Date	Date	Date
1. Gather Gvoke hypopen and put on gloves.						
2. Identify someone to call 911.						
3. Open the pouch and make sure the medication looks clear and almost colorless. If cloudy or has visible particles, do not use.						
4. Review needle safety.						
5. If alcohol is available, clean the injection site.						
6. Pull red cap off.						
7. Push yellow end down on skin and hold for 5 seconds. Window will turn red.						
8. Administer into upper arm, stomach, or thigh						
9. Turn person on their side.						
10. Give used kit to EMS personnel.						

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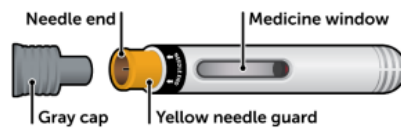
## Red protective case



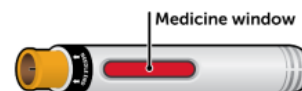
## ZEGALOGUE

### Autoinjector

#### Before injection



#### After injection



Student Name:			DOB:			
SKILLS-Auto Injector (Zegalogue auto-injector)	Supervision Follow-up and Evaluation					
	Date	Date	Date	Date	Date	Date
1. Gather Zegalogue auto-injector and put on gloves.						
2. Identify someone to call 911.						
3. Hold the red protective case upright and remove gray lid. Carefully remove Zegalogue auto-injector from the red protective case without dropping it.						
4. Review needle safety.						
5. If alcohol is available, clean the injection site.						
6. Pull the gray cap straight off.						
7. Push yellow end straight down on skin until the yellow needle guard is fully pressed down. You may hear the first click.  • Hold in place and slowly count to 10. During this time the medication window will turn red and you may hear a second click.  • Check that the medicine window is red, which means that the full dose has been given.						
8. Administer into upper arm, stomach, or thigh.						
9. Turn person on their side.						
10. Give used kit to EMS personnel.						

# Glucagon Education Module: Skill Checklist



Student Name:			DOB:			
SKILLS-prefilled syringe (Gvoke prefilled syringe)	Supervision Follow-up and Evaluation					
	Date	Date	Date	Date	Date	Date
1. Gather Gvoke prefilled syringe and put on gloves.						
2. Identify someone to call 911.						
3. Hold the red protective case upright and remove gray lid. Carefully remove Gvoke prefilled syringe from the red protective case without dropping it.						
4. Review needle safety.						
5. If alcohol is available, clean the injection site.						
6. Pull the gray needle cover straight off. Be careful not to bend the needle.						
7. Pinch the skin and insert the needle at a 90-degree angle.  Return syringe to red protective case and put gray lid back on.  DO NOT recap the needle.						
8. Administer into upper arm, stomach, or thigh.						
9. Turn person on their side.						
10. Give used kit to EMS personnel.						

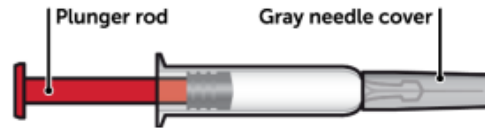
# Glucagon Education Module: Skill Checklist

## Red protective case



## ZEGALOGUE®

### Prefilled Syringe



Student Name:				DOB:		
SKILLS-prefilled syringe (Zegalogue prefilled syringe)	Supervision Follow-up and Evaluation					
	Date	Date	Date	Date	Date	Date
1. Gather Zegalogue prefilled syringe and put on gloves.						
2. Identify someone to call 911.						
3. Hold the red protective case upright and remove gray lid. Carefully remove Zegalogue syringe from the red protective case without dropping it.						
4. Review needle safety.						
5. If alcohol is available, clean the injection site.						
6. Pull the gray needle cover straight off. Be careful not to bend the needle.						
Gently pinch the skin and insert the entire needle into the skin at a 45-degree angle.  After inserting the needle, release the pinched skin and slowly press the plunger rod all the way down until the syringe is empty and the plunger rod stops. Carefully remove the needle from the injector site.  Return syringe to red protective case and put gray lid back on.  DO NOT recap the needle.						
7. Administer into upper arm, stomach, or thigh.						
8. Turn person on their side.						
9. Give used kit to EMS personnel.						