

# Glucagon education module skill checklist

Volunteer training information					
Name of volunteer trainee:			Position:		
Volunteer phone:			Email:		
School year:			School:		
Student name:			Grade/teacher:		Email:
School nurse or licensed trainer name:			Phone:		Email:
<i>A refresher training is required each year (remediate as necessary)</i>					
Explanation/return demonstration	Supervision follow-up and evaluation				
	Initial training date	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 the student's name, dosage, time to be given, and that it matches the physician orders on the diabetes medical management plan (DMMP).					
8. Make sure the glucagon has not expired, and the volunteer verbalizes expired medication cannot be given.					
9. Volunteer has passed the applicable skills competency (attached): <ul style="list-style-type: none"> <li><input type="radio"/> Syringe and vial</li> <li><input type="radio"/> Nasal spray device (Baqsimi)</li> <li><input type="radio"/> Auto injector device (Gvoke, Zegalogue)</li> <li><input type="radio"/> Prefilled syringe (Gvoke, Zegalogue)</li> </ul>					
10. Identify someone to call 911.					
11. Note time glucagon was administered.					
12. Turn the person on their side.					
13. Give used kit/device to EMS personnel.					
14. Remove gloves and wash hands.					
15. Document the date, time, and 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:				Date of birth:		
SKILLS-Syringe and vial kit glucagon kit (e.g. Lilly® Glucagon emergency kit, Novo Nordisk® GlucoGen® HypoKit™)	Supervision follow-up and evaluation					
	Date	Date	Date	Date	Date	Date
1. Gather the 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 the 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 the 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 the needle. Apply light pressure at the injection site.						
12. Place used needle back in the kit and close lid. <b>Do not</b> recap needle.						
13. Give used kit to EMS personnel.						

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Student name:				Date of birth:		
SKILLS-nasal spray (Baqsimi)	Supervision follow-up and evaluation					
	Date	Date	Date	Date	Date	Date
1. Gather Baqsimi glucagon kit and put on gloves.						
2. Identify someone to call 911.						
3. <b>Do not</b> 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 the device between your fingers and thumb. Do not push the 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 the person on their side.						
10. Give used kit to EMS personnel.						

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Student name:				Date of birth:		
SKILLS-Auto Injector (Gvoke Hypopen)	Supervision follow-up and evaluation					
	Date	Date	Date	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. Do not use it if it looks cloudy or has visible particles.						
4. Review needle safety.						
5. Clean the injection site with an alcohol wipe if available.						
6. Pull the red cap off.						
7. Push the yellow end down on the skin and hold for 5 seconds. The window will turn red.						
8. Administer into upper arm, stomach, or thigh.						
9. Turn the person on their side.						
10. Give used kit to EMS personnel.						

# Glucagon education module

## skill checklist

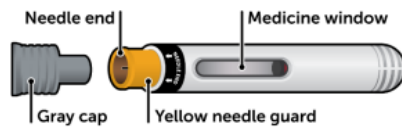
### Red protective case



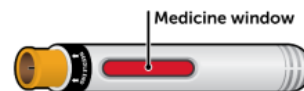
### ZEGALOGUE

#### Autoinjector

#### Before injection



#### After injection



Student name:			Date of birth:			
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 the gray lid. Carefully remove Zegalogue auto-injector from the red protective case without dropping it.						
4. Review needle safety.						
5. Clean the injection site with an alcohol wipe if available.						
6. Pull the gray cap straight off.						
7. Push the yellow end straight down on the 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 the upper arm, stomach, or thigh.						
9. Turn the person on their side.						
10. Give used kit to EMS personnel.						

# Glucagon education module skill checklist



Student name:			Date of birth:			
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 the gray lid. Carefully remove Gvoke prefilled syringe from the red protective case without dropping it.						
4. Review needle safety.						
5. Clean the injection site with an alcohol wipe if available.						
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 the syringe to the red protective case and put the gray lid back on.  DO NOT recap the needle.						
8. Administer into the upper arm, stomach, or thigh.						
9. Turn the person on their side.						
10. Give used kit to EMS personnel.						

# Glucagon education module

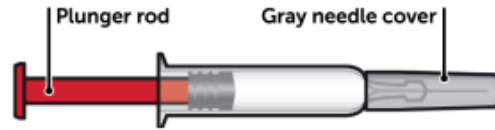
## skill checklist

### Red protective case



### ZEGALOGUE®

#### Prefilled Syringe



Student name:		Date of birth:				
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 the gray lid. Carefully remove the Zegalogue syringe from the red protective case without dropping it.						
4. Review needle safety.						
5. Clean the injection site with an alcohol wipe if available.						
6. Pull the gray needle cover straight off. Be careful not to bend the needle.						
<p>Gently pinch the skin and insert the entire needle into the skin at a 45-degree angle.</p> <p>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.</p> <p>Return the syringe to the red protective case and put the gray lid back on.</p> <p>DO NOT recap the needle.</p>						
7. Administer into the upper arm, stomach, or thigh.						
8. Turn the person on their side.						
9. Give used kit to EMS personnel.						