

School employee volunteer competency checklist
Emergency adrenal crisis rescue medication

Volunteer training information			
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Name of volunteer trainee:		Position:	
Volunteer phone:		Email:	
School year:		School:	
Student:	Grade:	Teacher:	
School nurse:	Phone:	Email:	
<i>A refresher training is required every year (remediate as necessary)</i>			
Explanation/return demonstration		Supervision follow-up and evaluation	
		Date	Date
1. Review the student's adrenal insufficiency emergency action plan.			
2. Review training powerpoint and applicable video(s).			
3. Identify when adrenal crisis rescue medication injection is to be given.			
4. Review 6 rights of medication and check expiration date of medication.			
5. Review process for calling 911 and then notifying the student's parents and the school nurse.			
6. Gather emergency adrenal crisis emergency injection kit containing prescribed medication, syringe, and alcohol wipes.			
7. Wash hands and put on gloves. Read the label to check for correct medication and verify medication has not expired.			

8. Press firmly down on the yellow top to force rubber stopper into the vial releasing the solution. The solution is initially cloudy, but then clears.			
9. Gently mix the solution without shaking it. Turn the vial upside down several times. The solution is initially cloudy, but then clears.			
10. Remove the plastic tab covering the rubber stopper.			
11. Wipe the top of the vial with an alcohol wipe.			
12. Place the vial on a firm surface and insert the needle through the rubber stopper.			
13. With the needle in the vial, turn the bottle upside down and pull back on the plunger of the syringe to withdraw the correct dose.			
14. Flick out any air bubbles and expel any excess air. Remove the syringe from the vial.			
15. Select the injection site. Injection should go into the outside of the mid-thigh. Clean the skin surface with an alcohol wipe. Inject the needle into the thigh muscle at a 90-degree angle. The needle should go into bare skin (not through clothing into the skin). Push the plunger until the dose is fully injected.			
16. Remove needle and place in a sharps container. Press a cotton ball firmly over the injection site for a few seconds.			
17. Turn the student on their side if they are unconscious.			
18. Remove gloves and wash hands. Stay with the student and continue to observe.			
19. Tell emergency personnel what actions you took and give them the used medication vial and emergency instructions, if provided by parents.			

20. Complete documentation.			
Signatures			
School nurse/licensed trainer name:	Signature:	Date:	
Volunteer name/position:	Signature:	Date:	