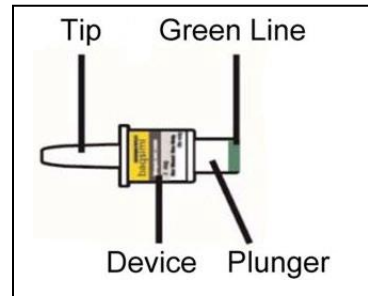


## Skills Checklist/Training for Nasal Glucagon Administration for Unlicensed School Personnel

### Knowledge

- Able to list symptoms of hyperglycemia (high blood sugar)
- Able to list symptoms of hypoglycemia (low blood sugar)
- Able to state the purpose of glucagon
- Able to list the major side effects of glucagon
- Describes “recovery position” and the steps to place the student in this position
- Can identify students with diabetes in the school and knows where to find each one’s glucagon



### Pre-procedure

- Able to identify treatment need from symptoms and pump data if available
- Asks someone to call 911 (Emergency Medical Services) and has someone call nurse (if available) then have them call the parent/guardian
- Locates nasal glucagon and removes packaging
- Puts on gloves and wipes nose of person with tissue if any drainage is noted

### Procedure for administration

- Hold device between middle and pointer fingers at the base of the tip and place thumb on colored base of plunger
- Insert tip into nostril until fingers touch the outside of the nose
- Push the plunger firmly in until the colored line disappears

### Post-Administration

- If unconscious, keep student on the side
- Stay with student until EMS arrives
- If conscious, encourage to drink and eat if able to swallow.
- If still unresponsive after 15 minutes and EMS has not arrived, give a second dose if prescribed.
- Dispose of the used device per manufacturer’s instructions

**Skills Checklist/Training for Nasal Glucagon Administration  
for Unlicensed School Personnel (continued)**

**Training Completed**

USP Name \_\_\_\_\_ can describe the emergency actions when dealing with a severe hypoglycemia and demonstrates correct performance of simulated glucagon administration.

Signature of RN \_\_\_\_\_

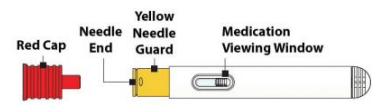
Initials \_\_\_\_\_ Date \_\_\_\_\_

**Training Affirmation**

I have read the diabetes action plan for \_\_\_\_\_. I have been trained, demonstrated competency for administering intranasal glucagon. I have had the opportunity to ask questions and received answers to my satisfaction.

Signature of USP \_\_\_\_\_ Date \_\_\_\_\_

## Skills Checklist/Training for Glucagon Autoinjector Administration for Unlicensed School Personnel



### Knowledge

- Able to list symptoms of hyperglycemia (high blood sugar)
- Able to list symptoms of hypoglycemia (low blood sugar)
- Able to state the purpose of glucagon
- Able to list the major side effects of glucagon
- Describes “recovery position” and the steps to place the student in this position
- Can identify students with diabetes in the school and knows where to find each one’s glucagon

### Pre-procedure

- Able to identify treatment need from symptoms and pump data if available
- Asks someone to call 911 (Emergency Medical Services) and has someone call nurse (if available) then have them call the parent/guardian
- Locates glucagon autoinjector and removes packaging

### Procedure for Administration of Gvoke HypoPen® (Xeris Pharmaceuticals)

- Pull off red cap
- Choose injection site (lower abdomen, upper arm or outer thigh)
- Expose skin by moving any clothing where injecting, clean area with alcohol wipe
- Push and hold the Hypopen straight down against the injection site
- Continue to hold the device down for 5 seconds until the monitor window turns red
- Remove device by lifting straight up from injection site

### Procedure for Zegalogue® Injection-Zeland Pharma

- Pull of gray cap
- Choose injection site (lower abdomen, upper arm or outer thigh)
- Expose skin by moving any clothing where injecting, clean area with alcohol wipe
- Push the Zegalogue device firmly straight down until yellow needle guard is fully pressed down
- Hold down for 10 seconds until the monitor window turns red
- Remove device by lifting straight up from injection site

### Post-Administration

- If unconscious, keep student on the side
- Stay with student until EMS arrives
- If conscious, encourage to drink and eat if able to swallow.
- If still unresponsive after 15 minutes and EMS has not arrived, give a second dose if prescribed.
- Dispose of the used device per manufacturer’s instructions

**Skills Checklist/Training for Glucagon Autoinjector Administration  
for Unlicensed School Personnel (continued)**

**Training Completed**

USP Name \_\_\_\_\_ can describe the emergency actions when dealing with a severe hypoglycemia and demonstrates correct performance of simulated glucagon administration.

Signature of RN \_\_\_\_\_

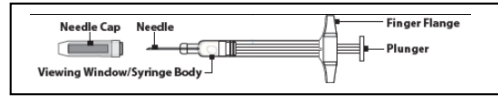
Initials \_\_\_\_\_ Date \_\_\_\_\_

**Training Affirmation**

I have read the diabetes action plan for \_\_\_\_\_. I have been trained, demonstrated competency for administering intranasal glucagon. I have had the opportunity to ask questions and received answers to my satisfaction.

Signature of USP \_\_\_\_\_ Date \_\_\_\_\_

## Skills Checklist/Training for Glucagon Pre-Filled Syringe Administration for Unlicensed School Personnel



### Knowledge

- Able to list symptoms of hyperglycemia (high blood sugar)
- Able to list symptoms of hypoglycemia (low blood sugar)
- Able to state the purpose of glucagon
- Able to list the major side effects of glucagon
- Describes “recovery position” and the steps to place the student in this position
- Can identify students with diabetes in the school and knows where to find each one’s glucagon

### Pre-procedure

- Able to identify treatment need from symptoms and pump data if available
- Asks someone to call 911 (Emergency Medical Services) and has someone call nurse (if available) then have them call the parent/guardian
- Locates glucagon and removes from packaging

### Procedure for Administration of Gvoke™ PFS-Xeris Pharmaceuticals

- Choose an injections site (outer upper arm, lower abdomen or outer thigh)
- Expose skin by moving any clothing where injecting, clean area with alcohol wipe
- Pull the needle cap straight off the syringe
- Pinch the skin directly around the injection and keep pinching for the entire injection
- Without touching the plunger, insert the needle into the skin at a 90-degree angle
- Push the plunger down as far as it will g, injecting all the liquid medicine
- Remove device by lifting straight up from injection site

### Procedure for Administration of Zegalogue® Prefilled Syringe

- Choose an injections site (outer upper arm, lower abdomen or outer thigh)
- Expose skin by moving any clothing where injecting, clean area with alcohol wipe
- Hold the red protective case upright and remove the gray cap
- Remove medication from the case, being careful not to drop
- Pull the gray cover straight off the needle
- Pinch the skin and insert the needle at a 45-degree angle
- Release pinched skin and slowly push the plunger to give the injection
- Carefully remove the needle from the injection site. Do not re-cap needle.

### Post-Administration

- If unconscious, keep student on the side
- Stay with student until EMS arrives
- If conscious, encourage to drink and eat if able to swallow.

**Skills Checklist/Training for Glucagon Pre-Filled Syringe Administration  
for Unlicensed School Personnel (continued)**

- If still unresponsive after 15 minutes and EMS has not arrived, give a second dose if prescribed.
- Dispose of the used device per manufacturer's instructions

**Training Completed**

USP Name \_\_\_\_\_ can describe the emergency actions when dealing with a severe hypoglycemia and demonstrates correct performance of simulated glucagon administration.

Signature of RN \_\_\_\_\_

Initials \_\_\_\_\_ Date \_\_\_\_\_

**Training Affirmation**

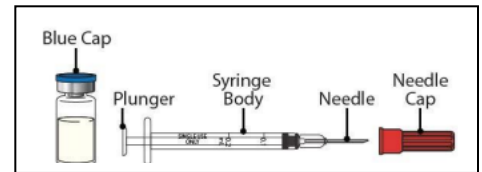
I have read the diabetes action plan for \_\_\_\_\_. I have been trained, demonstrated competency for administering intranasal glucagon. I have had the opportunity to ask questions and received answers to my satisfaction.

Signature of USP \_\_\_\_\_ Date \_\_\_\_\_

## Skills Checklist/Training Certification: Vial & Syringe Glucagon Administration for the Unlicensed School Personnel

### Knowledge

- Able to list symptoms of hyperglycemia (high blood sugar)
- Able to list symptoms of hypoglycemia (low blood sugar)
- Able to state the purpose of glucagon
- Able to list the major side effects of glucagon
- Describes “recovery position” and the steps to place the student in this position
- Can identify students with diabetes in school & knows where to find each one’s glucagon



### Pre-procedure

- Able to identify treatment need from symptoms and pump data if available
- Asks someone to call 911 (Emergency Medical Services) and has someone call nurse (if available) then have them call the parent/guardian
- Locates glucagon and removes from packaging

### Procedure for GlucaGen HypoKit- Novo Nordisk

- Remove the flip-off cap from the vial
- Remove needle protector from the syringe
- Do not remove the plastic clip/backstop from the syringe
- Push the needle straight through the center of rubber stopper on the vial
- Inject all the diluent from the syringe into the vial containing powder
- Do Not take the syringe out of the vial
- Hold the entire unit(vial/syringe) in hand and gently shake until powder dissolves
- Hold vial upside down, making sure needle tip remains in solution. Gently withdraw the amount of solution ordered on the label/Dr.order (0.5 ml pediatric dose, 1 ml adult dose)
- Keep needle inside the vial, check the syringe for air bubbles
- Choose an injections site (outer upper arm, outer thigh or buttocks)
- Expose skin by moving any clothing where injecting, clean area with alcohol wipe
- Insert the needle into injection site and push the plunger to inject all the medication
- Withdraw the needle and press over the injection site applying light pressure

### Procedure for Gvoke® Kit- Xerus Pharmaceuticals

- Inspect liquid in the vial (should be clear, colorless or pale yellow)
- Remove the cap from the vial to expose the rubber stopper
- Remove needle cover straight off syringe
- Push the needle straight through the center of rubber stopper on the vial
- Hold vial and syringe upside down, making sure needle tip remains in solution.
- Pull the plunger to fill the syringe (0.1ml pediatric dose, 0.2 ml adult dose)
- Choose an injections site (outer upper arm, lower abdomen or outer thigh)
- Expose skin by moving any clothing where injecting, clean area with alcohol wipe

**Skills Checklist/Training Certification: Vial & Syringe Glucagon Administration for  
the Unlicensed School Personnel (continued)**

- Pinch skin around the site you choose to inject
- Insert the needle into loose tissue at a 90-degree angle
- Push plunger to inject all the liquid medication
- Lift syringe straight up from injection site- Do not re-cap the syringe

Procedure for Administration of Glucagon for Injection – Lilly

- Remove flip top seal from the vial
- Wipe the rubber stopper on the vial with an alcohol wipe
- Remove needle cover from the syringe
- Do not remove the plastic clip/backstop from the syringe
- Push the needle through the center of the rubber stopper on the vial
- Inject all diluent from the syringe into the vial containing powder
- Remove syringe from vial. Swirl vial gently until powder dissolves and liquid is clear
- Using same syringe, hold vial upside down, making sure needle tip remain in the solution. Gently withdraw solution to 1mg mark on syringe
- Choose an injections site (outer upper arm, outer thigh or buttocks)
- Expose skin by moving any clothing where you will be injecting and clean injection area with an alcohol wipe
- Insert the needle into loose tissue and push the plunger to inject all the medication for adult dose or halfway for pediatric dose
- Withdraw the needle and press over the injection site with an alcohol wipe applying light pressure

Post-Administration

- If unconscious, keep student on the side
- Stay with student until EMS arrives
- If conscious, encourage to drink and eat if able to swallow.
- If still unresponsive after 15 minutes and EMS has not arrived, give a second dose if prescribed.
- Dispose of the used device per manufacturer's instructions



**Skills Checklist/Training Certification: Vial & Syringe Glucagon Administration for  
the Uncensored School Personnel (continued)**

**Training Completed**

USP Name \_\_\_\_\_ can describe the emergency actions when dealing  
with a severe hypoglycemia and demonstrates correct performance of simulated glucagon  
administration.

Signature of RN \_\_\_\_\_

Initials \_\_\_\_\_ Date \_\_\_\_\_

**Training Affirmation**

I have read the diabetes action plan for \_\_\_\_\_. I have been  
trained, demonstrated competency for administering intranasal glucagon. I have had the opportunity to  
ask questions and received answers to my satisfaction.

Signature of USP \_\_\_\_\_ Date \_\_\_\_\_