

**Skills Checklist/Training Certification: Auto-Injector
Glucagon Administration for the Unlicensed School Personnel**

Bring this document to the Health Professional (HP), who must be an RN, NP, Physician, or PA, to complete skills training, demonstration of competency, and acknowledgment of the duties performed in a hypoglycemic emergency.

Staff Member’s Name: _____

School Name: _____

This document certifies that the above-named school staff member is being trained to provide emergency medical assistance to students diagnosed with diabetes who are experiencing severe hypoglycemia and requiring glucagon administration.

This training certification is valid for one school year and this document should be retained for the school year in which it is valid.

Without assistance or prompts, Staff Member must complete a return demonstration of the specific device trained to administer.

Auto-Injector Glucagon Administration Skills Checklist		
1. Knowledge	Date	HP Initials
List symptoms of hyperglycemia (high blood sugar)		
List symptoms of hypoglycemia (low blood sugar)		
State the purpose of glucagon		
List the side effects of glucagon		
State the steps for the “recovery position”		
2. Auto-injector - Before Any Administration	Date	HP Initials
Staff Member is able to list the steps below:		
Identify treatment needs based on symptoms		
Call for help, call the nurse (if available), ask someone to call Emergency Medical Services (EMS)		
Remove treatment formulation from packaging		
3. Gvoke HypoPen® – Xeris Pharmaceuticals	Date	HP Initials
Staff Member is able to list & demonstrate the steps for administration:		
Prepare by pulling the red cap off		
Choose injection site (lower abdomen, outer thigh, or outer upper arm)		
Remove any clothing covering the injection site		
Push and hold Hypopen straight down against the injection site		
Continue to hold the device down for 5 seconds until the monitor window turns red		
Lift the device straight up from the injection site		
4. Zegalogue® Injection – Zealand Pharma	Date	HP Initials
Staff Member is able to list & demonstrate the steps for administration:		
Prepare by pulling the grey cap off		
Choose injection site (outer upper arm, lower abdomen, thighs, buttocks)		

Expose skin		
Push the Zegalogue device firmly straight down until the yellow needle guard is fully pressed down		
Hold down for 10 seconds until the monitor window turns red		
Remove from the injection site by lifting straight up		
5. Auto-injector - After Any Administration	Date	HP Initials
Staff Member is able to list the steps below:		
Stay until EMS arrives		
Encourage to eat, if able to swallow		
If unconscious put on side in the recovery position to prevent choking		
After 15 minutes, if unresponsive & EMS unavailable, give 2nd dose (if prescribed).		
Dispose of the used device per the manufacturer's instruction		

I, certify that the above-named staff member has successfully completed:

1. The *Annual Emergency Glucagon Administration Training for The Unlicensed School Personnel*; and
2. The hands-on skills checklist portion of the required training.

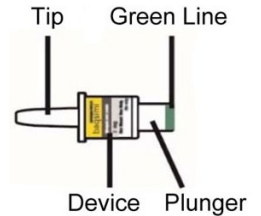
The above-named staff member is competent to respond and administer auto-injector glucagon appropriately in the event of a hypoglycemic emergency.

Signature of Licensed Health Professional/Credentials **Date**

Printed Name of Licensed Health Professional **Initials**

I certify that I have received the training outlined above, and I am able to respond appropriately in the event of a hypoglycemic emergency.

Signature of Staff Member **Date**



**Skills Checklist/Training Certification: Nasal
Glucagon Administration for the Unlicensed School Personnel**

Bring this document to the Health Professional (HP), who must be an RN, NP, Physician, or PA, to complete skills training, demonstration of competency, and acknowledgment of the duties performed in a hypoglycemic emergency.

Staff Member’s Name: _____

School Name: _____

This document certifies that the above-named school staff member is being trained to provide emergency medical assistance to students diagnosed with diabetes who are experiencing severe hypoglycemia and requiring glucagon administration.

This training certification is valid for one school year, and this document should be retained for the school year in which it is valid.

Without assistance or prompts, Staff Member must complete a return demonstration of the specific device trained to administer.

Nasal Glucagon Administration Skills Checklist		
1. Knowledge	Date	HP Initials
List symptoms of hyperglycemia (high blood sugar)		
List symptoms of hypoglycemia (low blood sugar)		
State the purpose of glucagon		
List the side effects of glucagon		
State the steps for the “recovery position”		
2. Nasal - Before Any Administration	Date	HP Initials
Staff Member is able to list the steps below:		
Identify treatment needs based on symptoms		
Call for help, call the nurse (if available), ask someone to call Emergency Medical Services (EMS)		
Remove treatment formulation from packaging		
3. Baqsimi™ – Lilly Pharmaceuticals	Date	HP Initials
Staff Member is able to list & demonstrate the steps for administration:		
Hold device between middle and pointer fingers at the base of the tip and place thumb on the colored base of the plunger		
Insert tip into nostril until fingers touch the outside of the nose		
Push the plunger firmly in until the colored line disappears		
4. Nasal - After Any Administration	Date	HP Initials
Staff Member is able to list the steps below:		
Stay until EMS arrives		
Encourage to eat, if able to swallow		
If unconscious put on side in the recovery position to prevent choking		
After 15 minutes, if unresponsive & EMS unavailable, give 2nd dose (if prescribed).		

Dispose of the used device per the manufacturer's instruction		
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I, certify that the above-named staff member has successfully completed:

1. The *Annual Emergency Glucagon Administration Training for The Unlicensed School Personnel*; and
2. The hands-on skills checklist portion of the required training.

The above-named staff member is competent to respond and administer nasal glucagon appropriately in the event of a hypoglycemic emergency.

Signature of Licensed Health Professional/Credentials

Date

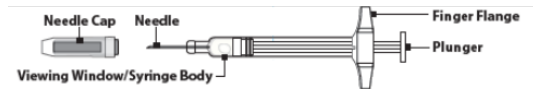
Printed Name of Licensed Health Professional

Initials

I certify that I have received the training outlined above, and I am able to respond appropriately in the event of a hypoglycemic emergency.

Signature of Staff Member

Date



**Skills Checklist/Training Certification: Prefilled Syringe
Glucagon Administration for the Unlicensed School Personnel**

Bring this document to the Health Professional (HP), who must be an RN, NP, Physician, or PA, to complete skills training, demonstration of competency, and acknowledgment of the duties performed in a hypoglycemic emergency.

Staff Member’s Name: _____

School Name: _____

This document certifies that the above-named school staff member is being trained to provide emergency medical assistance to students diagnosed with diabetes who are experiencing severe hypoglycemia and requiring glucagon administration.

This training certification is valid for one school year and this document should be retained for the school year in which it is valid.

Without assistance or prompts, Staff Member must complete a return demonstration of the specific device trained to administer.

Prefilled Syringe Glucagon Administration Skills Checklist		
1. Knowledge	Date	HP Initials
Identify symptoms of hyperglycemia (high blood sugar)		
Identify symptoms of hypoglycemia (low blood sugar)		
Identify the purpose of glucagon		
Identify the side effects of glucagon		
Identify the “recovery position”		
2. Prefilled Syringe - Before Any Administration	Date	HP Initials
Staff Member is able to list the steps below:		
Identify treatment needs based on symptoms		
Call for help, call the nurse (if available), ask someone to call Emergency Medical Services (EMS)		
Remove treatment formulation from packaging		
3. Gvoke™ PFS – Xeris Pharmaceuticals	Date	HP Initials
Staff Member is able to list & demonstrate the steps for administration:		
Choose injection site (lower abdomen, outer thigh, outer upper arm)		
Remove any clothing covering the injection site		
Pull the needle cap straight off the syringe		
Pinch the skin directly around the injection, 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 go, injecting all the liquid medicine		
Lift syringe straight up from the injection site		
4. Zegalogue® Prefilled Syringe	Date	HP Initials
Staff Member is able to list & demonstrate the steps for administration:		
Choose injection site and expose skin (outer upper arms, lower abdomen, thighs, buttocks)		

Hold the red protective case upright and remove the gray cap		
Remove medication from the case, Do not 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		
5. Prefilled Syringe - After Any Administration	Date	HP Initials
Staff Member is able to list the steps below:		
Stay until EMS arrive		
Encourage to eat, if able to swallow		
If unconscious put on side in the recovery position to prevent choking		
After 15 minutes, if unresponsive & EMS unavailable, give 2nd dose (if prescribed).		
Dispose of the used device per the manufacturer's instruction		

I, certify that the above-named staff member has successfully completed:

1. The *Annual Emergency Glucagon Administration Training for The Unlicensed School Personnel*; and
2. The hands-on skills checklist portion of the required training.

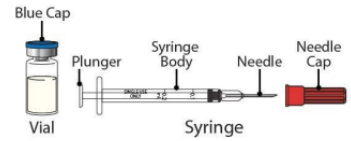
The above-named staff member is competent to respond and administer glucagon prefilled syringe appropriately in the event of a hypoglycemic emergency.

Signature of Licensed Health Professional/Credentials **Date**

Printed Name of Licensed Health Professional **Initials**

I certify that I have received the training outlined above, and I am able to respond appropriately in the event of a hypoglycemic emergency.

Signature of Staff Member **Date**



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

Bring this document to the Health Professional (HP), who must be an RN, NP, Physician, or PA, to complete skills training, demonstration of competency, and acknowledgment of the duties performed in a hypoglycemic emergency.

Staff Member's Name: _____

School Name: _____

This document certifies that the above-named school staff member is being trained to provide emergency medical assistance to students diagnosed with diabetes who are experiencing severe hypoglycemia and requiring glucagon administration. This training certification is valid for one school year and this document should be retained for the school year in which it is valid.

Without assistance or prompts, Staff Member must complete a return demonstration of the specific device trained to administer.

Vial & Syringe Glucagon Administration Skills Checklist		
1. Knowledge	Date	HP Initials
List symptoms of hyperglycemia (high blood sugar)		
List symptoms of hypoglycemia (low blood sugar)		
State the purpose of glucagon		
List the side effects of glucagon		
State the steps for the "recovery position"		
2. Vial & Syringe - Before Any Administration	Date	HP Initials
Staff Member is able to list the steps below:		
Identify treatment needs based on symptoms		
Call for help, call the nurse (if available), ask someone to call Emergency Medical Services (EMS)		
Remove treatment formulation from packaging		
3. GlucaGen HypoKit – Novo Nordisk	Date	HP Initials
Staff Member is able to list & demonstrate the steps for administration:		
Remove the flip-off cap from the vial		
Remove needle protector/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		
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 solution (0.5 mL pediatric dose, 1 mL adult dose)		
Keep needle inside the vial, check the syringe for air bubbles		
Choose injection site (buttocks, upper arm, thigh), gently pinch the skin at the injection site		
Insert the needle and push the plunger to inject all the formulation		
Withdraw the needle. Press injection site applying light pressure		
4. Gvoke® Kit – Xeris Pharmaceuticals	Date	HP Initials
Staff Member is able to list & demonstrate the steps for administration:		
Inspect liquid in the vial (clear, colorless, or pale yellow)		

Remove the cap from the vial to expose the rubber stopper		
Pull needle cover straight off syringe		
Push needle fully into the center of the rubber stopper		
Flip vial and syringe upside down (vial on top)		
Pull the plunger to fill the syringe (0.1 mL pediatric dose, 0.2 mL adult dose)		
Choose injection site (lower abdomen, outer thigh, outer upper arm)		
Expose skin, Do not inject through clothing		
Pinch skin around the chosen injection site		
Insert the needle into loose tissue at a 90-degree angle		
Push the plunger to inject all liquid		
Lift syringe straight up from injection site – Do not re-cap the syringe		
5. Glucagon for Injection - Lilly	Date	HP Initials
Staff Member is able to list & demonstrate the steps for administration:		
Remove flip-off seal from the vial		
Wipe the rubber stopper on the vial with an alcohol wipe		
Remove needle protector/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 Glucagon powder dissolves and liquid is clear		
Using the same syringe, hold vial upside down, making sure needle tip remains in solution, gently withdraw solution (1mg mark on syringe)		
Choose injection site (buttocks, upper arm, thigh) and clean with an alcohol wipe		
Insert needle into loose tissue at clean injection site & push plunger to inject all formulation for adults or halfway for pediatric dose		
Withdraw the needle. Press an alcohol wipe against the injection site applying light pressure		
6. Vial & Syringe - After Any Administration	Date	HP Initials
Staff Member is able to list the steps below:		
Stay until EMS arrive		
Encourage to eat, if able to swallow		
If unconscious put on side in the recovery position to prevent choking		
After 15 minutes, if unresponsive & EMS unavailable, give 2nd dose (if prescribed).		
Dispose of the used device per the manufacturer's instruction		

I, certify that the above-named staff member has successfully completed:

1. The *Annual Emergency Glucagon Administration Training for The Unlicensed School Personnel*; and
2. The hands-on skills checklist portion of the required training.

The above-named staff member is competent to respond and administer injectable glucagon appropriately in the event of a hypoglycemic emergency.

Signature of Licensed Health Professional/Credentials **Date**

Printed Name of Licensed Health Professional **Initials**

I certify that I have received the training outlined above, and I am able to respond appropriately in the event of a hypoglycemic emergency.

Signature of Staff Member **Date**