

**Billings School District**

**STUDENTS**

Administering Medicines to Students

Documentation for Parent Designated Volunteer to Administer Glucagon

Name of Student: \_\_\_\_\_ DOB: \_\_\_\_\_

Emergency Contact Name and Phone Number: \_\_\_\_\_

The Law	District Procedure
<b>20-5-412. Definition - parent-designated adult - administration of glucagon - training.</b> (1) As used in <u>20-5-413</u> and this section, “parent-designated adult” means a school district employee, selected by a parent or guardian of a diabetic student, who voluntarily agrees to administer glucagons to the student.	SCHOOL DISTRICT STAFF PARTICIPATES ON VOLUNTARY BASIS ONLY. Principal must be notified of glucagons volunteer. Nurse must be notified of student with diabetes to develop health care plan.
(2) A parent or guardian of a diabetic student may designate an adult to administer glucagon to the student as provided in subsection (3).	STAFF MUST ALREADY BE ASSIGNED TO STUDENT’S LOCATION. Parent is solely responsible for seeking/selecting volunteer.
Written proof of the designation by a parent or guardian and acceptance of the designation by the parent-designated adult must be filed with the school district.	SIGNATURES INDICATE PARENT SELECTION & STAFF ACCEPTANCE. Making sure their child is covered with a glucagons volunteer at all times is the parent responsibility.
(3) A parent-designated adult may administer glucagons to a diabetic student in an emergency situation. The glucagons must be provided by the parent or guardian of the student	GLUCAGON PROVIDED BY PARENT TO BE ADMINISTERED IN EMERGENCY SITUATION (911 WILL BE CALLED). Glucagon stored in accordance with double locked requirement.
(4) A parent-designated adult must be trained in recognizing hypoglycemia and the proper method of administering glucagons. Training must be provided by a health care professional, as defined in <u>33-36-103</u> , or a recognized expert in diabetic care selected by the parent or guardian. Written documentation of the training received by the parent-designated adult must be filed with the school district.	PARENT IS RESPONSIBLE FOR PROVIDING TRAINING BY A HEALTH CARE PROFESSIONAL. TRAINING PROVIDED MUST BE SPECIFIC TO THEIR CHILD. Training will not occur during class time.
<b>20-5-413. Limits on liability.</b> (1) A parent-designated adult who administers glucagons pursuant to <u>20-5-412</u> is not liable to a person for civil damages resulting from administering the glucagons unless the acts or omission is the result of gross negligence, willful or wanton misconduct, or an intentional tort.	INDIVIDUAL STAFF ASSUMES LIMITED LIABILITY. Volunteer agreement is time limited to one school year. If student relocates within the district, this process must be initiated in new setting.
(2) The school district employing the parent-designated adult is not liable to a person for civil damages resulting from the administration of the glucagon unless the acts or omission is the result of gross negligence, willful or wanton misconduct, or an intentional tort.	BILLINGS PUBLIC SCHOOLS ASSUMES LIMITED LIABILITY.

**SIGNATURES OF PARTICIPANTS**

Name of Student: _____	DOB: _____
Parent's Signature: _____	Today's Date: _____
Name of Health Care Professional Providing Training: _____	Signature: _____ Today's Date: _____
Professional License Held: _____	Employer: _____
Staff Signature/s/ (Indicates willingness to volunteer as designated by parent, completion of glucagons injection training, and notification of limited liability.)	
Signature: _____	Today's Date: _____
Signature: _____	Today's Date: _____
Signature: _____	Today's Date: _____
Signature: _____	Today's Date: _____
<b>APPROVAL OF School Principal for BILLINGS PUBLIC SCHOOLS</b>	
Principal's Signature _____	Date: _____
<b>ONE FORM PER CHILD</b> Original in principal's file. Copy to be on file in District administration office.	

Implementing Policy 3416 Administering Medicines to Students

Cross References: Policy 6430 Development of Administrative Procedures  
Procedure 3416-P1 Administering Medicines to Students Procedure

Legal References: § 20-5-412 Definition – parent-designated adult – administration of glucagon – training  
§ 20-5-413 Limited on liability

Procedure History:

Issued by Superintendent on: February 28, 2005  
Presented to Board on: March 21, 2005  
Revised on: