BILLINGS PUBLIC SCHOOLS DOCUMENATION FOR DESIGNATED ADULT VOLUNTEER TO ADMINISTER GLUCAGON

Name of Student: _____ DOB: _____

Emergency Contact and Phone Number: _____

The Law	District Procedure
20-5-412. Definition - parent-designated adult - administration of glucagon - training. (1) As used in 20-5-413 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 or is on the Medical Emergency Response Team (MERT). 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, or staff is on MERT.
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 33-36-103, 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 OR SCHOOL NURSE. TRAINING PROVIDED MUST BE SPECIFIC TO THEIR CHILD. Training will not occur during class time.
20-5-413. Limits on liability. (1) A parent-designated adult who administers glucagons pursuant to 20-5-412 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 FOR ALL EMPLOYEES ACTING WITHIN THE SCOPE OF THEIR EMPLOYEMENT.

SIGNATURES OF PARTICIPANTS
Parent's Signature/Today's Date: _____
o I, the parent, approve MERT members or other School Staff Volunteers to administer glucagon to my child in the event my child needs this lifesaving medication. o I, the parent, do NOT approve MERT members or other School Staff Volunteers to administer glucagon to my child. I will provide a different volunteer in the event my child needs this lifesaving medication. o Nonchild specific, MERT training only Signature of Trainer: _____ Today's Date: _____ Professional License Held: _____ Employer: _____ School: _____
APPROVAL OF School Principal for BILLINGS PUBLIC SCHOOLS Principal's Signature: _____Date: _____
ONE FORM PER CHILD Original in principal's file. Copy to be on file in District administration office.

VOLUNTEER ADULT STAFF

PRINTED NAME	SIGNATURE	DATE

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
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Board Review:	February 24, 2025