



# University of Chicago Laboratory Schools Undesignated Intranasal Glucagon Policy

## I. Purpose

The purpose of this policy is to establish guidelines and procedures governing the use of undesignated intranasal glucagon administered by school nurses at the University of Chicago Laboratory Schools. Undesignated glucagon means glucagon prescribed in the name of the University of Chicago Laboratory Schools.

## II. Policy

Per [Public Act 101-042](#), the University of Chicago Laboratory Schools may maintain a supply of glucagon in any secure location that is immediately accessible to the school nurse. The school nurse may administer undesignated glucagon if he or she is authorized to administer the undesignated glucagon through a student's diabetes care plan and if the student's prescribed glucagon is not available on-site or has expired.

## III. Training

School nurses shall be trained annually to recognize and respond to hypoglycemia. Prior to the administration of glucagon, school nurses will submit proof of completion of a training curriculum to the lead nurse. The lead nurse will maintain records relating to the training curriculum and the trained personnel.

### **The training will include, but is not limited to:**

1. how to recognize early symptoms of hypoglycemia and severe hypoglycemia;
2. how to respond to an emergency involving severe hypoglycemia;
3. glucagon dosage and administration;
4. the importance of calling 9-1-1 or, if 9-1-1 is not available, other local emergency medical services;
5. care for the individual after administration of glucagon;
6. a test demonstrating competency of the knowledge required to recognize severe hypoglycemia and administer a dose of glucagon.

### **Training will also include:**

1. where the glucagon is stored and how to access the drug;



2. the method by which the school nurse will be notified of an incident that could require the administration of glucagon; and
3. the process for administering the glucagon.

#### **IV. Procurement of Glucagon**

- a. The lead nurse will be responsible for the procurement of glucagon. The lead nurse shall prepare standing orders and update annually.
- b. The school nurse should have the following supplies:
  - i. Glucagon Nasal Powder (BAQSIMI 3mg)
  - ii. Written instructions, including the student's diabetic care plan if available

#### **V. Storage**

1. Glucagon Nasal Powder (BAQSIMI 3mg) will be clearly marked and stored in the exam rooms of the ESH (104) and Blaine (S112) Nurse Offices. It will not be accessible to students. The standing protocol for administering glucagon will be kept near the glucagon.
2. Do not remove the Shrink Wrap or open the Tube until you are ready to use it.
3. Glucagon Nasal Powder will be stored in accordance with manufacturer's instructions: Store at temperatures up to 86 degrees Fahrenheit.
4. Inspection of the Glucagon Nasal Powder shall be conducted regularly, including tracking the expiration date found on the storage container and ensuring that the Shrink Wrap is in place.

#### **VI. Use**

Check for signs of hypoglycemia. Early signs of hypoglycemia can include:

- Sweating
- Dizziness
- Palpitation
- Tremor
- Hunger
- Restlessness
- Tingling in the hands, feet, lips, or tongue
- Lightheadedness
- Inability to concentrate
- Headache
- Drowsiness
- Sleep disturbances
- Anxiety
- Blurred vision
- Slurred speech
- Depressed mood
- Irritability
- Abnormal behavior
- Unsteady movement
- Personality changes

Signs of severe hypoglycemia can include:

- Disorientation
- Unconsciousness
- Seizures
- Death

The occurrence of early symptoms calls for prompt and, if necessary, repeated administration of some form of carbohydrate. The prompt treatment of mild hypoglycemia symptoms can prevent severe hypoglycemic reactions. If the individual does not improve or if the administration of carbohydrate is impossible, glucagon should be given and the school nurse should call 911.

**To prepare glucagon for administration:**

1. Remove the Shrink Wrap by pulling on the red stripe.
2. Open the Lid and remove the Device from the Tube. Do not press the Plunger until ready to give the dose.

**To administer glucagon:**

1. Hold Device between fingers and thumb.
2. Do not push Plunger yet.
3. Insert Tip gently into one nostril until finger(s) touch the outside of the nose.
4. Push Plunger firmly all the way in.
5. Dose is complete when the Green Line disappears.

**After administration:**

1. Call for emergency medical help right away.
2. If the person is unconscious, turn the person on their side.
3. Alert Lab Emergency Administration Group.
4. If applicable, notify the student's parent, guardian, or emergency contact.
5. FEED THE INDIVIDUAL AS SOON AS HE/SHE AWAKENS AND IS ABLE TO SWALLOW. Give a fast-acting source of sugar (such as a regular soft drink or fruit juice) and a long acting source of sugar (such as crackers and cheese or a meat sandwich).
6. Throw away the used Device and Tube.

## **VII. FOLLOW-UP**

1. The school nurse will
  - a. Write an incident report
  - b. Debrief with Lab's Emergency Management Team
  
2. After administration of glucagon, the school nurse will:
  - a. Within 24 hours after the administration of glucagon, *if applicable*, the lead nurse will notify the health care professional who provided the prescription for the glucagon and its use.
  - b. The lead nurse will submit a report regarding the administration of glucagon electronically in a format prescribed by the Illinois General Assembly.

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