

Chandler Unified School District #80  
Glucagon Administration Skills Checklist

Trainee Name:	School:		
Trainer Name:	Year:		
	Random Skills Check		
Explanation/Demonstration	Performed Skill: Initial/Date	Initial/Date	Initial/Date
1. Verify the Seven Rights of medication Administration and that the medication is prescribed for student, by consulting the Consent for Giving Medication Form or the Student's Diabetic Medical Management Plan. Verify prescribed dose of Glucagon			
2. Instruct someone nearby to call 911 immediately.			
3. Wash Hands			
4. Assemble Glucagon Emergency Kit			
5. If student is wearing an insulin pump, disconnect it from the student.			
6. Remove syringe and vial with powder from Glucagon kit.			
7. Remove cap from vial of Glucagon powder.			
8. Remove needle cover from the syringe. Do not remove the plastic clip from the syringe, as this may allow the push rod to come out of the syringe.			
9. Insert the needle into the rubber stopper on the vial, then inject the entire contents of the syringe into the vial of Glucagon powder.			
10. Remove the syringe from the vial, then gently swirl the vial until the liquid becomes clear. Glucagon should not be used unless the solution is clear and of a water-like consistency.			
11. Insert the same syringe into the vial and slowly withdraw the liquid to the prescribed dosage.			
12. Cleanse site on buttock, arm, or thigh (site must be clothing free) and inject Glucagon immediately after mixing. Withdraw needle and apply light pressure against the injection site.			
13. Turn student on his or her side, as vomiting after Glucagon administration is common.			
14. Record glucagon administration on diabetic log. Discard any unused portion of the glucagon and the syringe in a sharps container.			
Performed Tasks Appropriately (Yes or No, If No further evaluation required):			

*\*Initial and date in space beside each skill indicates procedure has been demonstrated in a competent manner.*

Trainee Signature

Date

Trainer Signature

Date