**Plano Independent School District**

**School Health**

**Glucagon Administration Procedural Guideline**

**Purpose**

To administer glucagon for injection per doctor’s orders for:

1. Unconscious student with hypoglycemia (low blood sugar)

**Equipment and Supplies**

1. Glucagon kit
2. Alcohol wipes
3. Gloves
4. Sharps container

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|  | **Essential Steps** | **Key Points and Precautions** |
| 1) | Check doctor’s orders and parental consent. | Glucagon is used only in the event that the student is unconscious from a low blood sugar. |
| 2) | Identify student and check prescription label for correct medication and dose. | Prescription label may have children weighing less than 44 lb. using only ½ the adult dose (0.5 mg).  |
| 3) | After verifying student is unconscious, call 911 and notify parents. | Assign someone to call 911 and direct emergency medical personnel to location of student.  |
| 4) | Put on gloves, if time allows. |  |
| 5) | Remove the flip-off seal from the bottle of glucagon. |  |
| 6) | Wipe rubber stopper with alcohol swab (if available). |  |
| 7) | Remove needle protector from the syringe. |  |
| 8) | Inject contents of the syringe into the glucagon bottle. | DO NOT REMOVE THE PLASTIC CLIP FROM THE SYRINGE |
| 9) | Remove syringe from bottle.  |  |
| 10) | Swirl bottle gently until glucagon dissolves completely.  | GLUCAGON SHOULD NOT BE USED UNLESS THE SOLUTION IS CLEAR AND A WATER LIKE CONSISTENCY. |
| 11) | Using the same syringe, hold bottle upside down and, making sure the needle tip remains in the solution, gently withdraw solution (1 mg mark on syringe) from the bottle.  | The plastic clip will prevent the rubber stopper from being pulled out of the syringe. If the plastic plunger rod separates from the rubber stopper, simply reinsert the rod by turning it clockwise. |
| 12) | Cleanse injection site on buttock, arm or thigh with alcohol swab. |  |
| 13) | Inject the needle into loose tissue and inject. Apply light pressure at the injection site and withdraw the needle. | Discard unused portion if giving ½ the dose. Save syringe to verify with EMS what was administered. |
| 14) | Turn the patient on his/her side. | This is to prevent choking in case the student begins to vomit when waking up. |
| 15) | Follow instructions of EMS upon arrival. | Student may be transported to nearest hospital. If parents arrive, they can make transport decision. |
| 16) | Document on medication sheet and TEAMS. |  |