

Glucagon Administration Checklist

Employee Name: _____ Instructor: _____

School: _____

Date of Initial Training/ Demo: _____ Date of Review: _____

	Direction	Trained	Demonstrate	Review	Review	Review	Review
1.	Put on gloves.						
2.	Remove the flip-off seal from the bottle of glucagon. Wipe rubber stopper on the bottle with an alcohol wipe.						
3.	Remove the needle protector from the syringe and inject the entire contents of the syringe into the bottle of glucagon (held upright). DO NOT REMOVE THE PLASTIC CUP FROM THE SYRINGE.						
4.	Swirl the bottle gently until the glucagon dissolves completely. Glucagon should not be used unless the solution is clear and of a water-like consistency.						
5.	Using the same syringe, hold the bottle upside down and, making sure the needle tip remains in the solution, gently withdraw all of the solution (1 mg mark on the syringe) from the bottle. (Children who weigh less than 44 lbs. will get half of the solution.)						
6.	Remove the needle from the vial, hold the syringe upright, and remove the bubbles from the syringe. To remove the bubbles, flick or tap the syringe until all bubbles move to the top of the syringe and then expel the air until only medication is left.						
7.	Expose the injection site (upper, outer area of arm or thigh). Use the other hand to clean the injection site with alcohol.						

	Direction	Trained	Demonstrate	Review	Review	Review	Review
8.	Insert the needle into the loose tissue under the cleaned injection site and inject all (or ½ for children under 44 lbs.) of the solution by pushing the plunger.						
9.	Turn the patient on his/her side. When the unconscious person wakes, he/she may vomit. Turning the patient on his/her side will prevent him/her from choking.						
10.	Call 911 and tell them the glucagon has been used.						
11.	Feed the patient as soon as he/she awakens and is able to swallow by giving him/her a fast-acting source of sugar (crackers & cheese or a meat sandwich).						