

Los Angeles Unified School District  
Office of the Chief Medical Director  
District Nursing Services

Guidelines for School Nurse

Training for Glucagon

**Prior to Training**

Site Administrator to designate personnel to be trained  
Determine where Glucagon will be stored or if student will self carry  
Complete *Diabetes Management – Information for Trained School Personnel*  
(Form 33.08 Rev 7/09) and *Confidential Health Information for a Student with  
Diabetes* (Form 33.02 Rev. 7/09)

**Training**

Discuss Diabetes Management Plan

- Review signs/symptoms of hypoglycemia
- Review student's usual signs of low blood sugar and management of early signs
- Stress treating symptoms early and not waiting

Show DVD

Demonstrate mixing and administering Glucagon

Practice mixing, drawing up solution and administering to cloth doll

Provide copy of protocol/plan to each person trained

- Train to document on medication log/electronic record and Incident Report
- Train on disposal of used equipment/supplies

**Key Points**

Glucagon is given when student is unconscious or having a seizure

Call Paramedics (911)

- Turn student on his/her side
- Give clear regular soda if student regains consciousness

Trained personnel to stay with student

Trained personnel need to know where medication is stored and have access to keys at all times.

Review training periodically and before field trips

*Diabetic Management – Information for Trained School Personnel* and  
*Confidential Health Information for a Student with Diabetes* must be available to substitutes