

INDEPENDENT SCHOOL DISTRICT LEVEL IIIa TRAINING

Employee Name: _____ School: _____

Instructor: _____

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

Blood Glucose Testing

Upon completion of training, the employee should demonstrate the ability to perform the following skills:

Direction:

Trained Demonstrate Review

1.	Wash hands and area to be tested with soap and water. This is sufficient for prepping the site, however, alcohol may be used for further prepping or if child is unable to wash hands. This site must be dry before pricking.			
2.	Put on gloves.			
3.	Place glucose testing strip into electronic meter according to manufacturer's instructions.			
4.	Prepare lancing device according to manufacturer's instructions.			
5.	If using finger for puncture site use the fingertip sides. Hang the arm below the level of the heart for 30 seconds to increase blood flow, then gently squeeze the fingertip in a "milking" fashion to further increase the blood supply to the site.			
6.	Place the lancing device firmly on the site. Puncture the site with the device. Gently squeeze the finger in a downward motion to obtain a large enough drop of blood to cover the test strip area.			
7.	Place blood onto testing strip and complete instructions according to manufacturer.			
8.	Record results in Diabetic Log and treat for hyperglycemia or hypoglycemia if necessary.			

Glucagon Administration

Direction:

Trained Demonstrate Review

1.	Put on gloves.			
2.	Remove vial cap. Remove needle cover.			
3.	Inject contents of syringe into vial (held upright).			
4.	Swirl vial gently until dissolved/clear.			
5.	Hold vial upside down and withdraw all solution.			

6.	Remove needle from vial, hold syringe upright, and remove bubbles from syringe. To remove bubbles, flick or tap syringe until all bubbles move to top of syringe and expel air until only medication is left.			
7.	Expose injection site (upper, outer area of arm or thigh).			
8.	Hold syringe safely; use other hand to clean injection site with alcohol.			
9.	“Pinch up” skin/muscle (still holding alcohol wipe).			
10.	Insert needle straight into muscle of arm or thigh. Push plunger in.			
11.	Remove needle while pressing gently with alcohol wipe or cotton ball at injection site. DO NOT recap needle.			
12.	Massage injection site for 10 seconds; apply Band-Aid if needed.			
13.	Put used syringe back into Glucagon case.			

Ketone Testing

Direction:

Trained Demonstrate Review

1.	Saturate the test strip with urine by one of the following methods: a. Student to hold test strip in urine flow. b. Student to urinate in cup/jar, then strip is dipped into urine.			
2.	If assisting student with this procedure, wear gloves.			
3.	Wait for the test strip to develop per directions on the test strip bottle.			
4.	Compare color of strip to chart on bottle. Results will be read as negative, small, moderate or large.			
5.	Record results in student’s Diabetic Log and treat according to IHP.			

Insulin Administration

Direction:

Trained Demonstrate Review

1.	Verify Insulin type with doctor’s orders.			
2.	Put on gloves.			
3.	Clean insulin vial with alcohol swab.			
4.	Clean injection site.			
5.	Check the insulin dose (verify with doctor’s orders [# of units]).			
6.	Remove cap from syringe.			
7.	Pull plunger down to number of desired units.			

8.	Inject air into bottle.			
9.	Draw out prescribed units of insulin on IHP.			
10.	VERIFY CORRECT DOSE WITH ANOTHER RISD EMPLOYEE.			
11.	Pinch up skin.			
12.	Push needle into skin at 90 degree angle.			
13.	Release pinch.			
14.	Push plunger in and count to 5.			
15.	Remove needle and dispose syringe.			
16.	DO NOT RECAP NEEDLE.			
17.	Document on <u>Parent/Physician Permission for Administration of Medication</u> form (the med sheet).			

Glucose Gel Administration

Direction:

Trained Demonstrate Review

1.	Put on gloves.			
2.	Squeeze one inch of gel onto your gloved finger.			
3.	Rub the gel into the mouth between the cheek and gums.			
4.	Continue to squeeze the gel and rub it in until the tube is empty.			
5.	Retest the blood sugar in 10 minutes and treat according to the student's IHP.			

I have received instructions on the procedures to be followed in blood glucose and ketone testing, glucose gel, glucagon and insulin administration and understand my responsibilities in following these procedures and RISD policy and guidelines.

Signature of Employee: _____ Date: _____

Signature of Instructor: _____ Date: _____