

Instructions for Administration of Nasal Glucagon/BAQSIMI™

The Department of Public Instruction credits Eli Lilly and Company for BAQSIMI™ specific materials including illustrations. <https://www.baqsimi.com/how-to-use-baqsimi/dosing>

Glucagon Administration Procedure

Most students with diabetes will have an order for the use of glucagon if needed, however, Wisconsin Statute chapter 118.29 allows glucagon to be given to any student who is known to have diabetes and is believed to be experiencing a severe low blood sugar. Low blood sugar in children with diabetes can have varied symptoms. These can include but are not limited to:

- nervousness,
 - shakiness,
 - weakness,
 - extreme hunger,
 - slight nausea,
 - dizziness,
 - headache,
 - blurred vision,
 - fast heartbeat and/or,
 - feeling tired.
-
- Based on the child's individual health plan (also known as a diabetes action plan or diabetes emergency plan), low blood sugar is treated with some type of quick acting oral sugar, such as candy, icing, and/or juice.
 - Severe low blood sugar symptoms include disorientation, unconsciousness, and seizures. If not treated promptly, it can lead to death.
 - Glucagon is a medication and is used in emergency situations when the student is unresponsive or unable to swallow because of a very low blood sugar. Since July 24, 2019 is approved for use in both an injectable and intranasal (BAQSIMI™) form.
 - Given that when a child is having symptoms of severe low blood sugar, it can be a stressful situation, it is highly recommended that you familiarize yourself with the student's emergency plan beforehand.
 - Your school nurse or other licensed health care professional must review the glucagon procedure with you to ensure that you have the skills to perform this emergency medication administration.

- Store the diabetes emergency plan and glucagon in a location that is easily accessible during a severe low blood sugar event.
- Be sure that staff members who have regular contact with the student know where the medication is stored.
- Be sure to check the expiration date on the medication package.
- Remember to keep health care information confidential.

Needed supplies:

BAQSIMI™ shrink-wrapped tube

Gloves

Procedure for medication administration:

1. Identify that symptoms of a severe low blood sugar reaction are present and that based on the child's diabetes emergency plan, medication needs to be given.
2. Call for assistance. Ask that another school staff person call 911 or emergency medical services.
3. Explain the procedure to the child (if conscious) at his/her level of understanding.
4. Assemble supplies
5. Review the student's diabetes emergency action plan.
6. Check the BAQSIMI™ shrink-wrapped tube and order to be sure it is
 - a. For the right child
 - b. The right medication
 - c. The right dose
 - d. Being given at the right time and
 - e. Being given by the right route.
 - f. check to ensure the medication has not expired.
7. Wash your hands if possible.
8. Put on gloves.

Preparing the dose



Remove the Shrink Wrap by pulling on the red stripe.



Open the Lid and remove the Device from the Tube.

Caution: Do not press the Plunger until ready to give the dose.

Giving the dose



Hold Device between fingers and thumb.

Do not push Plunger yet.



Insert Tip gently into one nostril until finger(s) touch the outside of the nose.



Push Plunger firmly all the way in.

Dose is complete when the Green Line disappears.

After giving BAQSIMI™ in the school setting:

1. Call for emergency medical help if not already done.
2. If student unconscious turn student on side.
3. Throw away the used Device and Tube.
4. If student does not respond after 15 minutes and EMS personnel not on site, consult Emergency Action Plan if second dose of BAQSIMI™ can be administered.

Important Information to Know Regarding BAQSIMI™ Use

- Do not remove Shrink Wrap or open Tube until ready to use. If the Tube has been opened BAQSIMI™ could be exposed to moisture. This could cause BAQSIMI™ not to work as expected.
- Do not push plunger or test BAQSIMI™ before you are ready to use it.
- BAQSIMI™ contains one dose of nasal glucagon and cannot be reused.
- BAQSIMI™ will work even if the person has a cold or are taking cold medication.
- The medication is not inhaled but absorbed via the mucous membranes in the nares.
- Store BAQSIMI™ in the shrink-wrapped tube at temperatures up to 86° F.



Assessment for Nasal Glucagon Medication Administration (BAQSIMI™)

Name: _____

Please circle the correct answer and take the completed test to the school nurse or school district administrator for scoring.

1. Which of the following is considered a symptom of a severe low blood sugar?
 - a. Complaining of a headache
 - b. Talking to friends
 - c. Unconsciousness
 - d. Having to urinate frequently

2. What is the best sequence of events for the administration of Nasal Glucagon to a student?
 - a. Call the parent/guardian, and administer medication if the parent says to.
 - b. Remove shrink wrap and open tube, insert tip of medication into one nostril and push plunger, throw away used device.
 - c. Give the medication and watch the student. You do not need to call 911.
 - d. Ask for someone to call 911 as you check the 5 Rights, put on gloves, remove shrink wrap and open tube, insert tip of medication into one nostril taking care not to push plunger until ready to administer, push plunger noting dose is administered when green line disappears, turn unconscious student on side, throw away used device, document administration.

3. When should glucagon be given?
 - a. Student with diabetes is unconscious
 - b. Student with diabetes is disoriented and cannot eat or drink fast acting glucose source.
 - c. Student with diabetes is having a seizure
 - d. All

4. Which statement is NOT true of BAQSIMI™?
 - a. BAQSIMI™ contains one dose of nasal powder and cannot be reused.
 - b. You should remove the shrink-wrap and open the BAQSIMI™ tube immediately before administering to prevent exposure of medication to moisture.
 - c. You place half of the dose of medication in one nostril and then insert second half of dose into other nostril.
 - d. Hold device between fingers and thumb being careful not to push plunger until inserted into nostril.

5. Wisconsin Statute chapter 118.29 allows glucagon to be given to any student who is known to have diabetes and is believed to be experiencing a severe low blood sugar.
 - a. True
 - b. False

Number correct: ____ of 5 answers

Assessment for Nasal Glucagon Medication Administration (BAQSIMI™)

Name: _____

Please circle the correct answer and take the completed test to the school nurse or school district administrator for scoring.

1. Which of the following is considered a symptom of a severe low blood sugar?
 - a. Complaining of a headache
 - b. Talking to friends
 - c. **Unconsciousness**
 - d. Having to urinate frequently

2. What is the best sequence of events for the administration of Nasal Glucagon to a student?
 - a. Call the parent/guardian, and administer medication if the parent says to.
 - b. Remove shrink wrap and open tube, insert tip of medication into one nostril and push plunger, throw away used device.
 - c. Give the medication and watch the student. You do not need to call 911.
 - d. **Ask for someone to call 911 as you check the 5 Rights, put on gloves, remove shrink wrap and open tube, insert tip of medication into one nostril taking care not to push plunger until ready to administer, push plunger noting dose is administered when green line disappears, turn unconscious student on side, throw away used device, document administration.**

3. When should glucagon be given?
 - a. Student with diabetes is unconscious
 - b. Student with diabetes is disoriented and cannot eat or drink fast acting glucose source.
 - c. Student with diabetes is having a seizure
 - d. **All**

4. Which statement is NOT true of BAQSIMI™?
 - a. BAQSIMI™ contains one dose of nasal powder and cannot be reused.
 - b. You should remove the shrink wrap and open the BAQSIMI™ tube immediately before administering to prevent exposure of medication to moisture.
 - c. **You place half of the dose of medication in one nostril and then insert second half of dose into other nostril.**
 - d. Hold device between fingers and thumb being careful not to push plunger until inserted into nostril.

5. Wisconsin Statute chapter 118.29 allows glucagon to be given to any student who is known to have diabetes and is believed to be experiencing a severe low blood sugar.
 - a. **True**
 - b. False

Number correct: ____ of 5 answers

Nasal Glucagon (BAQSIMI™) Skill Competency Test

The administration of glucagon to a student is addressed in Wis. Stat. § 118.29. Though nasal glucagon (BAQSIMI™) is not considered to be inhaled, training in administration is highly recommended. Annual skill verification is recommended by a registered nurse, medical provider, or a skilled and willing parent. Most students with diabetes will have an order for the use of glucagon if needed however, Wisconsin Statute chapter 118.29 allows glucagon to be given to any student who is known to have diabetes and is believed to be experiencing a severe low blood sugar.

Student's name: _____ **Grade/Teacher:** _____

Person trained: _____ **Position:** _____ **Initials:** _____

Person training: _____ **Position:** _____ **Initials:** _____

Skills	Initial Demonstration		Return Demonstration				
	Date:	Date:	Date:	Date:	Date:	Date:	Date:
1. Check for authorization forms/record							
a. Medication Administration Form							
b. Medical provider							
c. Parent/guardian							
2. Check for the Five Rights							
a. Identifies the right student .							
b. Identifies the correct time .							
c. Verifies medicine container matches authorization forms and Medication Administration Record.							
d. Verifies the dose on medication container matches authorization form and records.							
e. Verify the medication is in the correct route as identified on medication container, Medication Administration Records, and authorization forms.							
3. Identify symptoms of severe low blood sugar reaction (as indicated on student's Individual Plan if available).							
4. Have another school personnel call 911 or emergency medical service.							
5. Wash hands and apply gloves.							
6. Remove shrink wrap surrounding BAQSIMI™ tube by pulling on red stripe.							

7. Open the lid and remove the Device from the Tube taking care not to press the plunger.							
8. Hold the Device between fingers and thumb.							
9. Insert tip gently into one nostril until finger(s) touch the outside of the nose.							
10. Push plunger all the way in.							
11. Note that green line has disappeared indicating the dose is complete..							
12. If alone with student, call 911 or emergency medical services, if not already done.							
13. Turn student to side-lying position to prevent aspiration due to vomiting.							
14. Monitor student							
15. When student is stabilized or transported to hospital, remove gloves and wash hands.							
16. Documentation of event and administration of medication on the Medication Administration Record.							
17. Special Considerations:							

Plan for monitoring medication administration:

School Nurse Name: _____ **Phone Number:** _____