CHECK LIST FOR DIASTAT ADMINISTRATION TRAINING

Employee:__________________________________  School:_________________________________
Date of initial training:______________________  Date of Review_____________________________

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

DIRECTIONS:

1. Know when to treat. Be familiar with doctor’s orders.  Trained Review
2. Establish the correct identity of the child. Before giving the medication, you should have the RIGHT:
   • Student
   • Medication
   • Time
   • Dose
   • Route
3. Administration of medication form is properly completed and signed.
4. Position person on side and get medication
5. Push up with thumb, pull to remove cap from syringe.
6. Be sure seal pin is removed with cap. (Seal pin is attached to cap)
7. Lubricate rectal tip with lubricating jelly; turn person on side facing you.
8. Bend upper leg forward and separate the buttocks to expose rectum.
9. Gently insert syringe tip into rectum with rim snug against rectal opening.
10. Slowly count to 3 while gently pushing plunger in until it stops.
11. Slowly count to 3 before removing syringe from rectum.
12. Slowly count to 3 while holding buttocks together to prevent leakage.
13. Once DIASTAT is given, activate EMS, call parents.
14. Note time given and monitor blood pressure, respirations, and color, every 5 minutes until EMS arrives.

INITIALS  ____________

I have received instructions on the procedures to be followed in the administration of DIASTAT at school and understand my responsibilities in following these procedures and BISD policy and guidelines.

SIGNATURES_________________________  ______________________
Instructor  Employee