



for the Trained Diabetes Personnel

With proper supervision and training, nonmedical school personnel or unlicensed assistive personnel, called trained diabetes personnel in this guide, can be trained and supervised to help students manage their diabetes safely at school. Trained diabetes personnel may include school staff members, health aides, and licensed practical nurses.

Depending on the size of the school, one or more school staff members should be trained to perform student-specific diabetes care tasks. **Assignment of diabetes care tasks, however, must take into account State laws that may be relevant in determining what tasks may be performed by nonmedical personnel.**

Once it has been determined that a student-specific diabetes care task may be delegated, the school nurse should be involved in the decision making process to identify which school personnel are most appropriate to be trained. A diabetes-trained health care professional, such as the school nurse or a certified diabetes educator, develops and implements the training program using standardized training materials such as those described in the section on Training School Personnel in the Primer, evaluates the ability of trained diabetes personnel to perform the task, and establishes a plan for ongoing supervision throughout the school year.

In general, the school nurse, in collaboration with the principal, takes the lead in identifying, training, and providing ongoing supervision of trained diabetes personnel. Ideally, the school nurse, another qualified health professional, or at least one of the trained diabetes personnel should be onsite during school hours and during school-sponsored activities that take place before, after school, or off campus in which a student with diabetes participates.

The specific roles and responsibilities of the trained diabetes personnel will be determined by the student's health care plans (the Diabetes Medical Management Plan prepared by the student's personal diabetes health care team and the Individualized Health Care Plan and Emergency Care Plans for Hypoglycemia and Hyperglycemia prepared by the school nurse) and education plan (504 Plan, other education plan, or Individualized Education Program). **When trained diabetes personnel carry out tasks specified in the student's health care plans, under no circumstances should they make independent decisions about the daily, ongoing management of a student with diabetes.**

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Section 2

Actions for the Trained Diabetes Personnel *Continued*

- Understand your role in ensuring compliance with Federal and State laws** that may apply to students with diabetes, including Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Individuals with Disabilities Education Act. Understand the procedures for implementing these laws. (See Section 4.)
- Participate in school health team meetings** to discuss implementing the student's health care and education plans. (For a list of members of the school health team, refer to the Primer, page 19.)
- Complete successfully the Level 3 training described in this guide and demonstrate competency** in student-specific diabetes care tasks. See the section on Training School Personnel in the Primer (pages 27-31) and the Resources section for information on training resources related to diabetes management in the school setting. Refer to the information in this guide to help students with diabetes. Participate in additional education and training, as needed, or if the student's Diabetes Medical Management Plan (DMMP) changes.
- Perform routine and emergency diabetes care tasks**, including blood glucose monitoring, urine and/or blood ketone testing, insulin administration, and glucagon administration after receiving training under the direction of the school nurse or other assigned health care professional.
- Know how to recognize the signs and symptoms of hypoglycemia and hyperglycemia, know where emergency supplies are kept, how to implement the student's Emergency Care Plans, and how to activate Emergency Medical Services (EMS) in case of a diabetes emergency.** (See sample plans, pages 109-112.)
- Document the diabetes care provided** according to standards and requirements outlined by school policy.
- Be available on campus during regular school hours and when the student participates in school-sponsored extracurricular activities** held before or after school, as determined by the student's health care and education plans.
- Accompany the student on field trips or to off-campus school-sponsored sports events and activities**, as determined by the student's health care and education plans.
- Communicate directly and regularly with the school nurse or the supervising health care professional.**

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Actions for the Trained Diabetes Personnel *Continued*

- Consult with appropriate members of the school health team** when questions arise or the student's health status changes.
- Help ensure that the student has a supportive learning environment** and is treated the same as students without diabetes, except to respond to medical needs.
- Treat the student with diabetes the same as other students**, except to respond to their medical needs.
- Respect the student's confidentiality and right to privacy.**