

## Diabetes Tier Instructional Program RN Instructor Guide

### TIER I TRAINING

(All School Staff Members)

**Recommended ratio 1RN Instructor to 30 UAPs**

**American Diabetes Association Training and Resource Materials**

[Helping the Student with Diabetes Succeed: A Guide for School Personnel](#) (HSDS)

[Diabetes Care Tasks At Schools: What Key Personnel Need to Know Modules](#) (DCTS)

[Diabetes at Camp For Medical Professionals \(CAMP\)](#)

[T1D ToolKit- Basic Knowledge \(T1D KIT\)](#)

[CDE Common Chronic Conditions \(CCC\)](#)

[www.coloradokidswithdiabetes.org](http://www.coloradokidswithdiabetes.org)

CONTENT	Type of Activity	Materials See 600 A & 600 B	Time needed
<b>Overview of Diabetes</b> <ul style="list-style-type: none"> <li>• What is diabetes</li> <li>• Type I - Type II diabetes</li> </ul>	<p><i>Slides / Video stream</i></p> <p>Use paper handouts or slides of PowerPoint when presentation technology is unavailable.</p> <p><b>CCC:</b> Vimeo <a href="https://vimeo.com/4393511859/12dfa9b4d2">https://vimeo.com/4393511859/12dfa9b4d2</a></p>	<ul style="list-style-type: none"> <li>○ <b>HSDS: Guide Pg 9-11</b></li> <li>○ <b>DCTS:</b></li> <li>○ <b>CAMP:</b></li> <li>○ <b>T1DKit:</b></li> <li>○ <b>CCC: Common Chronic Conditions</b> (PPT Diabetes 47-61) <a href="#">Common Chronic Conditions Training Presentation Guide</a> (PDF Diabetes 18-30)</li> </ul>	
<b>Recognition of signs/symptoms of :</b> <ul style="list-style-type: none"> <li>• Hypoglycemia</li> <li>• Hyperglycemia</li> </ul>	<p><i>Slides / Video stream</i></p> <p>Handouts <a href="#">#720 Low-High BS Hands</a> <a href="#">#303 Hypo-Hyper Flowsheet Plan</a></p>	<p><b>HSDS:</b> Guide Pg 26-29</p> <p><b>DCTS:</b></p> <p><b>CAMP:</b></p> <p><b>T1DKit:</b></p>	
<b>Typical needs of a student with diabetes:</b> <ul style="list-style-type: none"> <li>• Bathroom privileges as requested</li> <li>• Access to snacks, water, and blood glucose testing in the classroom</li> <li>• Physical Exercise, Recess &amp; activities</li> <li>• Snacks &amp; Lunch</li> <li>• Field trip considerations</li> <li>• Health Care Plan</li> <li>• 504 plan (if determined)</li> </ul> <p><a href="#">Section 504 of the Rehabilitation Act of 1973</a> is a Federal law that prohibits recipients of Federal financial assistance from discriminating against people on the basis of disability. Under this law, diabetes will virtually always be considered a disability. <a href="#">Commonly Asked Questions about ADA and Child Care Centers</a></p>	<p>Discussion</p> <p><i>Slides / Video stream</i></p>	<p><b>HSDS:</b></p> <p><b>DCTS:</b></p>	
<b>Who to contact for assistance:</b> <ul style="list-style-type: none"> <li>• School/Program-specific delegated personnel</li> <li>• Emergency response for lockdown or evacuation.</li> </ul>	<p>Discussion</p> <p><i>Slides / Video stream</i></p> <p>School-specific emergency response plan</p>	<p><b>HSDS:</b> Guide Pg 13</p> <p><b>DCTS:</b></p>	
<b>Substitute staff</b>	<p>Review plans for communication to substitute staff. Consider training</p>	<p><a href="#">#303 Hypo-Hyper Flowsheet Plan</a></p>	

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### TIER II TRAINING

*(Staff members directly involved with a student with diabetes, i.e., teachers, coaches, etc.)*

**Recommended ratio 1RN Instructor to 15 UAPs**

**Colorado Kids with Diabetes Care and Prevention Collaborative**

School Nurse Toolkit – Training and Delegation <http://www.coloradokidswithdiabetes.org/training-and-delegation/>

[Helping the Student with Diabetes Succeed: A Guide for School Personnel](#) (HSDS)

[Diabetes Care Tasks At Schools: What Key Personnel Need to Know Modules](#) (DCTS)

[Diabetes at Camp For Medical Professionals](#) (CAMP)

[T1D ToolKit- Basic Knowledge](#) (T1D KIT)

[CDE Common Chronic Conditions](#) (CCC)

**Includes all content from Tier I in addition to the following:**

CONTENT	Type of Activity	Materials See 600 A & 600 B	Time needed
<b>Documentation</b> <b>606 Diabetes Tier Training Teachers Staff -individual:</b> documentation tool for tiered training provided to teachers and school staff per individual students <b>607 Diabetes Tier Training Teachers Staff -multiple:</b>	Review/Discussion	<b>HSDS:</b> <a href="#">District Administrator pg 46</a> , <a href="#">Principal pg 47</a> , <a href="#">School Nurse pg 49</a> , <a href="#">Trained Diabetes Personnel pg 52</a> , <a href="#">Teacher pg 54</a> , <a href="#">PE Teacher, Coach, Athletic Trainer pg 56</a> , <a href="#">Food Service Manager pg 58</a> , <a href="#">Transportation Manager pg 60</a> , <a href="#">Bus Driver pg 61</a> , <a href="#">Psychologist, Counselor, Social Worker pg 62</a> , <a href="#">Parents/Guardians pg 64</a> , <a href="#">Student with Diabetes pg 66</a>	
<b>Review of Student Specific IHP</b>	Review/Discussion	Copy of Student's IHP	
<b>Recognition and treatment of:</b> <ul style="list-style-type: none"> <li>• Mild-Moderate Hypoglycemia</li> <li>• Hyperglycemia</li> </ul>	Discussion  <i>Slides / DVD / Video stream</i>  Handouts <a href="#">#720 Low-High BS Hands</a> <a href="#">#303 Hypo-Hyper Flowsheet Plan</a>	<ul style="list-style-type: none"> <li>○ <b>HSDS:</b> Guide Pg 26-30</li> <li>○ <b>DCTS:</b></li> <li>○ <b>CAMP:</b></li> <li>○ <b>T1D KIT:</b></li> </ul>	
<b>Additional required accommodations:</b> <ul style="list-style-type: none"> <li>• Use of phone for CGM monitoring</li> <li>• Blood glucose testing in the classroom, if appropriate</li> <li>• Field trip accommodations/plan</li> <li>• After-school/extracurricular activities</li> </ul>	Discussion	<ul style="list-style-type: none"> <li>○ <b>DCTS:</b></li> <li>○ <b>T1D KIT:</b></li> <li>○ <b>CAMP:</b></li> <li>○ <b>DCTS:</b></li> </ul>	

## Diabetes Tier Instructional Program RN Instructor Guide

### TIER III TRAINING

*(Staff members who will be performing delegated procedures such as blood glucose testing, insulin administration, glucagon administration, etc.)*

**Recommended ratio 1 RN Instructor to 5 UAPs**

School Nurse Toolkit – Training and Delegation [http://www.coloradokidswithdiabetes.org/training-and-delegation/Helping the Student with Diabetes Succeed: A Guide for School Personnel](http://www.coloradokidswithdiabetes.org/training-and-delegation/Helping%20the%20Student%20with%20Diabetes%20Succeed%20A%20Guide%20for%20School%20Personnel) (HSDS)  
[Diabetes Care Tasks At Schools: What Key Personnel Need to Know Modules](#) (DCTS)  
[Diabetes at Camp](#) For Medical Professionals (CAMP)  
[T1D Toolkit- Basic Knowledge](#) (T1D KIT)  
[CDE Common Chronic Conditions](#) (CCC)

**Using this instructor guide for training and delegation, use individual student IHP.**

**If providing general skills training, use sample IHP.**

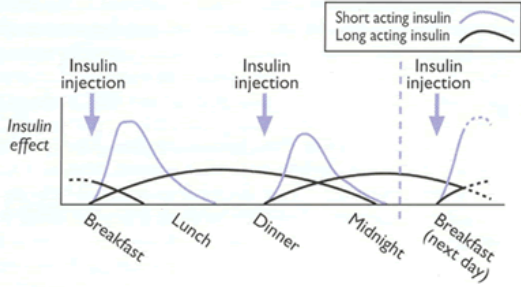
**Include all content from Tier I and Tier II in addition to the following:**

Content	Type of Activity	Materials See 600 A & 600 B	Time needed
<b>Delegation</b> <a href="#">603 Diabetes Support Staff Information June 2017</a> <a href="#">#604 Diabetes Delegation Decision Grid</a>	Discussion  Slides / Video stream  Handouts <a href="#">Diabetes Skills CheckList</a>  <a href="#">602-diabetes-delegation-authorization-supervision-record-single</a>  <a href="#">602A-Diabetes-Delegation-Authorization-Supervision-Record</a>		
<b>Documentation</b>  <a href="#">Joint Guidance on the Application of the Family Educational Rights and Privacy Act (FERPA) And the Health Insurance Portability and Accountability Act of 1996 (HIPAA) To Student Health Records</a>	Discussion  <i>Slides / DVD / Video stream</i>  Handout  <b>Practice and Return Demonstration</b>	<b>HSDS: Pg 90</b>	
<b>Blood Glucose Monitoring</b> <a href="#">2020 Skills Checklist BG monitoring</a>	Discussion  <i>Slides / DVD / Video stream</i>  Handout <a href="#">2020 Skills Checklist BG monitoring</a>  <b>Practice and Return Demonstration</b> Standards of Care- Current Year IHP or Sample IHP	<ul style="list-style-type: none"> <li>○ HSDS: Pg 24-26</li> <li>○ DCTS:</li> <li>○ CAMP:</li> <li>○ T1DKit</li> </ul>	

## Diabetes Tier Instructional Program RN Instructor Guide

Content	Type of Activity	Materials See 600 A & 600 B	Time needed
<b>Continuous Glucose Monitoring – CGM</b>	Discussion  Handouts <a href="#">620 Diabetes Skills-CGM</a>  Manufacturer literature  Practice and Return Demonstration Standards of Care- Current Year IHP or Sample IHP	<ul style="list-style-type: none"> <li>○ HSDS: Pg 25</li> <li>○ DCTS:</li> <li>○ CAMP:</li> <li>○ T1DKit:</li> </ul>	
<b>Recognition and treatment of Mild-Moderate Hypoglycemia</b>	Discussion  <i>Slides / Video stream</i>  Handouts <a href="#">2020 Skills Checklist hypoglycemia</a>	<ul style="list-style-type: none"> <li>○ HSDS: Guide Pg 26-30</li> <li>○ DCTS:</li> <li>○ CAMP:</li> <li>○ T1D KIT:</li> </ul>	
<b>Recognition and treatment of severe low blood sugar – Glucagon Administration</b>	Discussion  <i>Slides / DVD / Video stream</i>  Handouts <a href="#">2020 Skills Checklist glucagon emergency kit</a>  <a href="#">2020 Skills Checklist Baqsimi Nasal Glucagon</a>  <a href="#">2021 Diabetes Skills Standard Training Checklist – Gvoke PFS and HypoPen 12102</a>  <b>Practice and Return Demonstration</b> Standards of Care- Current Year IHP or Sample IHP	<ul style="list-style-type: none"> <li>○ HSDS: Guide Pg 26-30</li> <li>○ DCTS:</li> <li>○ CAMP:</li> <li>○ T1D KIT:</li> </ul>	
<b>Recognition and treatment of Hyperglycemia</b>	Discussion  <i>Slides / DVD / Video stream</i>  Handouts <a href="#">2020 Skills Checklist hyperglycemia</a>  <b>Practice and Return Demonstration</b> Standards of Care- Current Year IHP or Sample IHP	<ul style="list-style-type: none"> <li>○ HSDS: Guide Pg 30-32</li> <li>○ DCTS:</li> <li>○ CAMP:</li> <li>○ T1D KIT:</li> </ul>	

## Diabetes Tier Instructional Program RN Instructor Guide

Content	Type of Activity	Materials See 600 A & 600 B	Time needed
<p><b>Urine/Blood Ketone Monitoring</b></p>	<p>Discussion</p> <p><i>Slides / DVD / Video stream</i></p> <p><u>Handouts</u>  <a href="#">2020 Skills Checklist blood ketone testing</a>  <a href="#">2020 Skills Checklist urine ketone testing</a></p> <p><b>Practice and Return Demonstration</b>            Standards of Care- Current Year            IHP or Sample IHP</p>	<ul style="list-style-type: none"> <li>○ HSDS: Guide Pg 31</li> <li>○ DCTS:</li> <li>○ CAMP:</li> <li>○ T1D KIT:</li> </ul>	
<p><b>Insulin Basics</b>            Participants will be able to understand:</p> <ul style="list-style-type: none"> <li>• What insulin does</li> <li>• Types of insulin</li> <li>• Insulin delivery methods</li> <li>• Storing insulin</li> <li>• Factors that influence insulin dosing</li> </ul> 	<p>Discussion</p> <p><i>Slides / DVD / Video stream</i></p> <p><u>Handouts</u></p> <p>Draw insulin activity curves for typical daily dosing</p> <p><b>Practice and Return Demonstration</b>            24-hour Insulin Activity Graph</p> <p>Create a graph on marker board or paper noting glucose rate on the vertical axis and 24-hour time span on the horizontal axis. Have the learner draw lines indicating typical insulin doses.</p> <p>Standards of Care- Current Year            IHP or Sample IHP</p>	<ul style="list-style-type: none"> <li>○ HSDS: Guide Pg 33-35</li> <li>○ DCTS:</li> <li>○ CAMP:</li> <li>○ T1D KIT:</li> </ul> <p>Marker board or chart paper, markers            Diabetes at Camp Slides: 2020 <a href="#">All About Insulin</a></p>	
<p><b>Carb Counting</b></p>	<p>Discussion</p> <p><i>Slides / Video stream</i></p> <p><u>Handouts</u>  <a href="#">#617 Diabetes Skills – Carb Counting</a></p> <p><b>Nutrition services reference</b>  <b>Food labels</b></p> <p><b>Practice and Return Demonstration</b>            Standards of Care- Current Year            IHP or Sample IHP</p>	<ul style="list-style-type: none"> <li>○ HSDS: Guide Pg 37-38</li> <li>○ DCTS:</li> <li>○ CAMP:</li> <li>○ T1D KIT:</li> </ul>	

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Content	Type of Activity	Materials See 600 A & 600 B	Time needed
<p><b>Insulin administered via pen</b></p>	<p>Discussion</p> <p><i>Slides / DVD / Video stream</i></p> <p><u>Handouts</u></p> <p><b>Practice and Return Demonstration</b> Standards of Care- Current Year IHP or Sample IHP</p>	<ul style="list-style-type: none"> <li>○ <b>HSDS: Guide Pg34-35</b></li> <li>○ <b>DCTS:</b></li> <li>○ <b>CAMP:</b></li> <li>○ <b>T1D KIT:</b></li> </ul>	
<p><b>Insulin administered via syringe</b> <a href="#">#616 Diabetes Skills – Insulin Syringe</a></p>	<p>Discussion</p> <p><i>Slides / DVD / Video stream</i></p> <p><u>Handouts</u></p> <p><b>Practice and Return Demonstration</b> Standards of Care- Current Year IHP or Sample IHP</p>	<ul style="list-style-type: none"> <li>○ <b>HSDS: Guide Pg 34-35</b></li> <li>○ <b>DCTS</b></li> <li>○ <b>CAMP:</b></li> <li>○ <b>T1D KIT:</b></li> </ul>	
<p><b>Insulin administered via a pump</b></p> <p>Insulin administered via Medtronic 670G</p>	<p>Discussion</p> <p><i>Slides / DVD / Video stream</i></p> <p><u>Handouts</u> <b>Manufacturer literature</b></p> <p>Omnipod DASH <a href="#">621 Diabetes Skills-Threshold Suspend Pump</a> <a href="#">Medtronic 670G School RN Final</a> <a href="#">TSlim-X2-School-RN-Tips Jan 2020</a></p> <p><b>Practice and Return Demonstration</b> Standards of Care- Current Year IHP or Sample IHP</p>	<ul style="list-style-type: none"> <li>○ <b>HSDS: Guide Pg 35-36</b></li> <li>○ <b>DCTS:</b></li> <li>○ <b>CAMP:</b></li> <li>○ <b>T1D KIT:</b></li> </ul>	

# Diabetes Tier Instructional Program

## RN Instructor Guide

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