

## 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<br>See 600 A & 600 B  | Time<br>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<br/><a href="https://vimeo.com/493511859/12dfa9b4d2">https://vimeo.com/493511859/12dfa9b4d2</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><br/>(PPT Diabetes 47-61)<br/><a href="#">Common Chronic Conditions Training Presentation Guide</a><br/>(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<br/><a href="#">#720 Low-High BS Hands</a><br/><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.<br/><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>   |                |

## Diabetes Tier Instructional Program RN Instructor Guide

### 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<br>See 600 A & 600 B  | Time<br>needed |
|--|---|---|----------------|
| <p><b>Documentation</b></p> <p><b>606 Diabetes Tier Training Teachers Staff -individual:</b><br/>documentation tool for tiered training provided to teachers and school staff per individual students</p> <p><b>607 Diabetes Tier Training Teachers Staff -multiple:</b></p>                         | Review/Discussion   | <p><b>HSDS:</b> <a href="#">District Administrator pg 46</a>,<br/><a href="#">Principal pg 47</a>, <a href="#">School Nurse pg 49</a>, <a href="#">Trained Diabetes Personnel pg 52</a>,<br/><a href="#">Teacher pg 54</a>, <a href="#">PE Teacher, Coach, Athletic Trainer pg 56</a>, <a href="#">Food Service Manager pg 58</a>,<br/><a href="#">Transportation Manager pg 60</a>, <a href="#">Bus Driver pg 61</a>,<br/><a href="#">Psychologist, Counselor, Social Worker pg 62</a>,<br/><a href="#">Parents/Guardians pg 64</a>,<br/><a href="#">Student with Diabetes pg 66</a></p> |                |
| <b>Review of Student Specific IHP</b>  | Review/Discussion   | Copy of Student's IHP   |                |
| <p><b>Recognition and treatment of:</b></p> <ul style="list-style-type: none"> <li>• Mild-Moderate Hypoglycemia</li> <li>• Hyperglycemia</li> </ul>  | <p>Discussion</p> <p><i>Slides / DVD / Video stream</i></p> <p>Handouts<br/><a href="#">#720 Low-High BS Hands</a><br/><a href="#">#303 Hypo-Hyper Flowsheet Plan</a></p> | <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>  |                |
| <p><b>Additional required accommodations:</b></p> <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.**

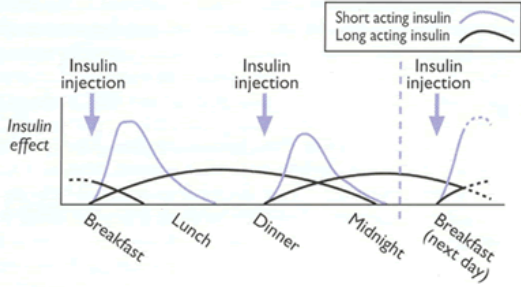
**Include all content from Tier I and Tier II in addition to the following:**

| Content  | Type of Activity   | Materials<br>See 600 A & 600 B   | Time needed |
|--|--|--|-------------|
| <b>Delegation</b><br><a href="#">603 Diabetes Support Staff Information June 2017</a><br><a href="#">#604 Diabetes Delegation Decision Grid</a>  | Discussion<br><br>Slides / Video stream<br><br>Handouts<br><a href="#">Diabetes Skills CheckList</a><br><br><a href="#">602-diabetes-delegation-authorization-supervision-record-single</a><br><br><a href="#">602A-Diabetes-Delegation-Authorization-Supervision-Record</a> |  |             |
| <b>Documentation</b><br><br><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<br><br>Slides / DVD / Video stream<br><br>Handout<br><br><b>Practice and Return Demonstration</b>   | <b>HSDS: Pg 90</b>   |             |
| <b>Blood Glucose Monitoring</b><br><a href="#">2020 Skills Checklist BG monitoring</a>   | Discussion<br><br>Slides / DVD / Video stream<br><br>Handout<br><a href="#">2020 Skills Checklist BG monitoring</a><br><br><b>Practice and Return Demonstration</b><br>Standards of Care- Current Year<br>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<br>See 600 A & 600 B   | Time needed |
|--|---|--|-------------|
| <b>Continuous Glucose Monitoring – CGM</b>   | Discussion<br><br>Handouts<br><a href="#">620 Diabetes Skills-CGM</a><br><br>Manufacturer literature<br><br>Practice and Return<br>Demonstration<br>Standards of Care- Current<br>Year<br>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<br><br><i>Slides / Video stream</i><br><br>Handouts<br><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<br><br><i>Slides / DVD / Video stream</i><br><br>Handouts<br><a href="#">2020 Skills Checklist glucagon emergency kit</a><br><br><a href="#">2020 Skills Checklist Baqsimi Nasal Glucagon</a><br><br><a href="#">2021 Diabetes Skills Standard Training Checklist – Gvoke PFS and HypoPen 12102</a><br><br><b>Practice and Return Demonstration</b><br>Standards of Care- Current<br>Year<br>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<br><br><i>Slides / DVD / Video stream</i><br><br>Handouts<br><a href="#">2020 Skills Checklist hyperglycemia</a><br><br><b>Practice and Return Demonstration</b><br>Standards of Care- Current Year<br>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<br>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><br/> <a href="#">2020 Skills Checklist blood ketone testing</a><br/> <a href="#">2020 Skills Checklist urine ketone testing</a></p> <p><b>Practice and Return Demonstration</b><br/>           Standards of Care- Current Year<br/>           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><br/>           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><br/>           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<br/>           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<br/>           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><br/> <a href="#">#617 Diabetes Skills – Carb Counting</a></p> <p><b>Nutrition services reference</b><br/> <b>Food labels</b></p> <p><b>Practice and Return Demonstration</b><br/>           Standards of Care- Current Year<br/>           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>  |             |

## Diabetes Tier Instructional Program RN Instructor Guide

| Content   | Type of Activity   | Materials<br>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><br/>Standards of Care- Current Year<br/>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><br/><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><br/>Standards of Care- Current Year<br/>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><br/><b>Manufacturer literature</b></p> <p>Omnipod DASH<br/><a href="#">621 Diabetes Skills-Threshold Suspend Pump</a><br/><a href="#">Medtronic 670G School RN Final</a><br/><a href="#">TSlim-X2-School-RN-Tips Jan 2020</a></p> <p><b>Practice and Return Demonstration</b><br/>Standards of Care- Current Year<br/>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

### REFERENCES

- American Diabetes Association. (2020). *Helping the Student with Diabetes Succeed: A Guide for School Personnel*. <https://www.diabetes.org/sites/default/files/2020-06/SchoolguidepdfMay2020.pdf>
- American Nurses Association, National Association of School Nurses. (2017). *School Nursing: Scope and Standards of Practice, 3rd ed.* (3rd ed.). ANA and NASN.
- Ballard, K., Haagenon, D., Christiansen, L., Damgaard, G., Halstead, J. A., Jason, R. R., . . . Alexander, M. (2016). Scope of Nursing Practice Decision-Making Framework. *Journal of Nursing Regulation*, 7(3), 19-21. [https://doi.org/https://doi.org/10.1016/S2155-8256\(16\)32316-X](https://doi.org/https://doi.org/10.1016/S2155-8256(16)32316-X)
- Berget, C., Nii, P., Wyckoff, L., Patrick, K., Brooks-Russell, A., & Messer, L. H. (2019). Equipping School Health Personnel for Diabetes Care with a Competency Framework and Pilot Education Program. *Journal of School Health*, 89(9), 683-691. <https://doi.org/10.1111/josh.12806>
- Bobo, N., & Silverstein, J. (2010). Designing diabetes management training school personnel using three-level approach. *NASN School Nurse*, 25(5), 216-218. <https://doi.org/10.1177/1942602X10375719>
- Bobo, N., Kaup, T., McCarty, P., & Carlson, J. P. (2011). Diabetes management at school: application of the healthy learner model. *J Sch Nurs*, 27(3), 171-184. <https://doi.org/10.1177/1059840510394190>
- Bobo, N., Wyckoff, L., Patrick, K., White, C., Glass, S., Carlson, J. P., & Perreault, C. (2011). A collaborative approach to diabetes management: the choice made for Colorado schools. *Journal of School Nursing*, 27(4), 269-281. <https://doi.org/10.1177/1059840511408323>
- Colorado Department of Education Regional Nurse Specialists, (2015). Delegation Decision Grid. In *School Nursing and Health - Legal* (Eds.), *School Nursing and Health - Legal*. [http://cde.state.co.us/healthandwellness/snh\\_lega](http://cde.state.co.us/healthandwellness/snh_lega). Colorado Department of Education.
- Gloria, D., & Linda, Y. (2014). Virtual nursing care for school children with diabetes. *Journal of Nursing Regulation*, 4, 15-24. [https://doi.org/https://doi.org/10.1016/S2155-8256\(15\)30106-X](https://doi.org/https://doi.org/10.1016/S2155-8256(15)30106-X)
- Lineberry, M., Whitney, E., & Noland, M. (2018). The Role of School Nurses, Challenges, and Reactions to Delegation Legislation-A Qualitative Approach. *Journal of School Nursing*, 34(3), 222-231.
- Mueller, C., & Vogelsmeier, A. (2013). Effective Delegation: Understanding Responsibility, Authority, and Accountability. *Journal of Nursing Regulation*, 4(3), 20-27. [https://doi.org/https://doi.org/10.1016/S2155-8256\(15\)30126-5](https://doi.org/https://doi.org/10.1016/S2155-8256(15)30126-5)
- National Association of School Nurses, (2019). Delegation, Nursing Delegation to Unlicensed Assistive Personnel in the School Setting.
- National Council of State Boards of Nursing, (2016). National Guidelines for Nursing Delegation. *Journal of Nursing Regulation*, 7(1), 5-14. [https://doi.org/https://doi.org/10.1016/S2155-8256\(16\)31035-3](https://doi.org/https://doi.org/10.1016/S2155-8256(16)31035-3)
- Nurse Practice Act, (2017). [https://www.colorado.gov/pacific/dora/Nursing\\_Laws](https://www.colorado.gov/pacific/dora/Nursing_Laws)
- Office of Civil Rights, U.S. Department of Education. (2013). Students with Disabilities in Extracurricular Athletics., <https://www2.ed.gov/about/offices/list/ocr/docs/dcl-factsheet-201301-504.pdf>
- Office of Civil Rights, U.S. Department of Justice. (February 24, 2020). Commonly Asked Questions About Child Care Centers and the Americans with Disabilities Act, <https://www.ada.gov/childqanda.htm>
- Resha, C. (2010). Delegation in the School Setting: Is it a Safe Practice? *OJIN: The Online Journal of Issues in Nursing*, 15(2), Manuscript 5. <https://doi.org/https://doi.org/10.3912/OJIN.Vol15No02Man05>
- Rules and Regulations Regarding the Delegation of Nursing Tasks 3CCR 716-1, 1.13 G (formerly known as Chapter 13) p. 81,(2020). <https://www.sos.state.co.us/CCR/GenerateRulePdf.do?ruleVersionId=9556&fileName=3%20CCR%20716-1>
- Rules Regulating Child Care Centers That Provide Less than 24-Hour Care (2021).<https://dcfs.my.salesforce.com/sfc/p/#410000012srR/a/41000000Cq51/Q9Nc8Aww6YguehSn0IDsY7Xcbm3MvoOsZqo0XY.Ux11>
- Rules Regulating School-Aged Child Care Centers 7.712, (2021).<https://dcfs.my.salesforce.com/sfc/p/#410000012srR/a/41000000Cq51/Q9Nc8Aww6YguehSn0IDsY7Xcbm3MvoOsZqo0XY.Ux11>
- Sampson, C. H., & Galemore, C. A. (2012). What every school nurse needs to know about Section 504 eligibility. *NASN school nurse (Print)*, 27(2), 88–93. <https://doi.org/10.1177/1942602X12437879>
- Young, L., & Damgaard, G. (2015). Transitioning the Virtual Nursing Care for School Children With Diabetes Study to a Sustainable Model of Nursing Care. *Journal of Nursing Regulation*, 6(2), 4-9. [https://doi.org/https://doi.org/10.1016/S2155-8256\(15\)30380-X](https://doi.org/https://doi.org/10.1016/S2155-8256(15)30380-X)