

District Diabetes Training for Staff

Diabetes has become one of the most common chronic illnesses among school-aged children. It is a condition that needs to be managed all day, every day. For the safety of current and future students with diabetes in our school district, we feel our staff need to be better equipped with education to prepare them for assisting our students with diabetes.

As outlined in the National Diabetes Education Program's manual "Helping the Student with Diabetes Succeed," the following three training levels are suggested:

In buildings with a diabetic student, all personnel should receive **Level 1 training**, educational awareness to include a basic understanding of diabetes; how to recognize and respond to signs and symptoms of hypoglycemia (low blood glucose); and who to contact immediately in case of an emergency.

All school personnel who have direct responsibility for students with diabetes throughout the school day should receive **Level 2 training**. This training would include all of the information presented in Level 1 training, as well as additional, student-specific information. At this level, the IHP for each specific student should be discussed, with any questions answered so the staff members feel confident they would know what to do to support these students.

Level 3 training should be provided to at least 2 staff members in each school building in addition to the school nurse/health room aide. After the training, these staff will be known as "Trained Diabetes Personnel" (TDP) in the district. This training will include everything from Level 1 and Level 2 and include in-depth skills training with diabetes equipment. This training will help ensure that there is always a school staff member available to help with diabetes care in case of an emergency and to help younger or less-experienced students or those with additional physical or mental impairments to perform diabetes care tasks.

Level 1 Training

The American Diabetes Association (ADA) provides training videos as part of their "Safe at Schools" campaign. The below-listed power point presentations and videos provide general information on diabetes and signs/ symptoms of a diabetic emergency. Staff should contact the school nurse with any questions/concerns after these videos are viewed. Each video only lasts a few minutes.

This educational training should occur annually in buildings that have at least one diabetic student. This training could also be shared and used in buildings when general emergency training is done for the whole staff.

The links to these training videos can easily be distributed via email to all staff in building.

PP/Videos to view:

Safe at School: Chapter 1—Diabetes Basics

Safe at School: Chapter 3—Hypoglycemia

Adapted from Melissa Dixon, RN, BSN, Park Hill School District, Missouri 2013

Level 2 Training

Level 2 training should be a face-to-face training between building nurse and staff who will have direct supervision of a student with diabetes. This can occur annually as a 10-15 minute group meeting or one-on-one between nurse and each staff member. Staff members who have direct supervision of the student could include: class and grade-level teachers; art; music; PE; counselor; principals; librarian; bus driver; SSD staff. This training will include student-specific information (health care and emergency plans; 504; IEP etc.) along with general diabetes information.

The goal of Level 2 training is to have each staff member recognize their specific role and responsibility in supporting students with diabetes in their school.

PP/Videos to view:

Safe at School: Chapter 1—Diabetes Basics

Safe at School: Chapter 3—Hypoglycemia

Handouts to be given to staff:

Diabetes Medical Management Plan (DMMP) and/ or IHP for each diabetic student

Emergency care plan for each diabetic student, including handouts that list signs/symptoms of hypoglycemia & hyperglycemia

Level 3 Training

This is the Trained Diabetes Personnel training for minimum volunteer staff in a building that has at least one diabetic student. Level 3 training should be a face-to-face training process, including everything from the Levels 1 and 2 trainings, as well as further in-depth training about diabetes equipment and routine and emergency care for each student with diabetes. Training is done by the building nurse or district diabetes trainer. Training time approximately 2 hours if full-time nurse in building; if no full-time nurse then training time approximately 4-5 hours and should include all 13 sections.

PP/Videos to view:

Safe at School: Chapter 1—Diabetes Basics

Safe at School: Chapter 3—Hypoglycemia

Safe at School: Chapter 5—Blood Glucose Monitoring

Safe at School: Chapter 6—Glucagon administration

Safe at School: Chapter 8—Insulin by Syringe & Vial

Safe at School: Chapter 10—Insulin by Pumps

Handouts to be given to staff:

Diabetes Medical Management Plan (DMMP) and/ or IHP for each diabetic student

Emergency care plan for each diabetic student, including handouts that list signs/symptoms of hypoglycemia & hyperglycemia

Certificate/ documentation of training

Training/ repeat demonstrations on: glucagon trainer; blood glucose machine; insulin administration; carb calculation

Paperwork to be provided for building:

Building certificate of who is trained in building