

Virginia Board of Nursing

Guidelines for Training of Public School Employees in the Administration of Insulin and Glucagon

Authorization

The *Code of Virginia* establishes the legal basis for providing diabetes training for unlicensed personnel in the school setting.

Code of Virginia. Chapter 570 of the 1999 Acts of the Assembly, An Act to amend and reenact §8.01-225, 22.1-274, 22.1-275.1, 54.1-2904, 54.1-3001, 54.1-3005, and 54.1-3408 of the *Code of Virginia*, relating to care of public school students diagnosed with diabetes. Excerpts of Chapter 570 may be found in Appendix C.

Code of Virginia. Chapter 554 of the 2014 Act of the General Assembly to amend § 22.1-274.01:1, relating to the right of a student to self-carry and self-treat, and to update training requirements for school personnel. Excerpts of Chapter 554 may be found in Appendix C.

I. Parameters of Training

- A. Qualifications of instructional personnel. The trainer must be:
 1. A registered nurse (RN), licensed physician, or certified diabetes educator (CDE) with training or experience within the past two years in the management of diabetes in children and adolescents.
 2. Trained in relevant sections of laws and regulations, such as Individuals with Disabilities Education Act (IDEA); Rehabilitation Act of 1973, Section 504; and Occupational Safety and Health Act (OSHA).
- B. The initial training course shall continue until competency is demonstrated, but shall not be less than four hours.
- C. Skills shall be maintained with an annual training session lasting no less than one hour or until competency is demonstrated.
- D. Training shall be documented and shall include the instructor's name, trainee's name, date of training, a skills checklist, and documentation of competency of the trainee to administer insulin and/or glucagon. Samples of forms for training skills checklists and other appropriate documentation are included in Appendix D.
- E. All training materials should be reviewed/updated annually.

II. Content of the Training Curriculum

The content of the training curriculum has been organized into modules. Each module covers required training components as outlined by guidance from the Boards of Education, Nursing, and Medicine in 1999. However, medical management of diabetes has changed dramatically since the original training guidelines were issued. Therefore, the scope of the training material has expanded to reflect current practice. The modules contained in this program include:

- A. Rights and Responsibilities
- B. Overview of Diabetes
- C. Authorization for Treatment
- D. Principles of Medication Administration
- E. Individualized Healthcare Plan
- F. Therapeutic Management of Diabetes
- G. Monitoring the Student with Diabetes
- H. Insulin Administration
- I. Procedure for Operation of an Insulin Pump
- J. Hyperglycemia
- K. Hypoglycemia
- L. Disposal of Medical Supplies
- M. Documentation
- N. Emergency Action Plans
- O. Resources and References

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