

## **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.

In 1999, the Virginia General Assembly passed legislation, *Code of Virginia* §22.1-274.E, to ensure that trained personnel are available in each public school where students diagnosed with diabetes are present. As directed by the Virginia General Assembly, guidelines were adopted by the Virginia Board of Nursing on July 20, 1999, accepted by the Virginia Board of Medicine in July 1999, and adopted by the Virginia Board of Education in July 1999 (Virginia Boards of Nursing, Medicine, and Education, 1999).

The original 1999 document was first revised in November 2011. In 2014, an Act amending the *Code of Virginia* to add §22.1-274.01:1, related to the further care of students who have been diagnosed with diabetes was passed by the Virginia General Assembly. An amendment to the Act followed in 2017 adding to *Code of Virginia* §22.1-274.01:1 the need for students to be allowed to carry supplies and regarding the assistance of students with the insertion and reinsertion of insulin pumps.

#### **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 recent training or experience within the past two years in the management of diabetes in children and adolescents.
2. Trained in relevant sections of federal and state 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.

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

Initially adopted: July 20, 1999

Revised: September 11, 2012; July 14, 2015, **October 14, 2020**