

Virginia Board of Nursing

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

Authorization: Code of Virginia. Chapter- 570 of the 1999 Acts of the Assembly, An Act to amend and reenact §§ 22.1-274, 22.1-275.1, 54.1-2901, 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.

Training Guidelines

I. Parameters of Training.

A. Qualifications of instructional personnel. The trainer must be:

1. A registered nurse or licensed physician with recent training or experience in the management of diabetes mellitus in children.
2. Trained in relevant sections of law and regulations, such as Individuals with Disabilities Educational Act (IDEA) and Occupational Safety and Health Act (OSHA).

B. The course shall continue until competency is demonstrated, but shall not be less than four hours.

C. Retraining shall be completed at least yearly and last not less than one hour.

D. Training shall be documented and shall include skills checklist, instructor's name, trainee's name, date of training, and documentation of competency of trainee to administer.

II. Content of the Training Curriculum.

A. The need to have authorization for treatment initially received and updated annually from the following:

1. The student parent or guardian; and
2. The treating physician, who may further authorize the parent or guardian to alter dosages, within a stated range, as necessary.

B. The requirements for an individualized health care plan for each student to be initially prepared and updated annually.

C. Rights and responsibilities of the student, the physician, the parent or guardian, the administrator, and the trainee, which are consistent with existing laws and policies of the local school board and with relevant state and federal laws to include, but not be limited to the following:

1. Individuals with Disabilities Educational Act (IDEA);
2. Section 504 of the Rehabilitation Act;
3. Occupational Safety and Health Act (OSHA);
4. The Drug Control Act (Chapter 34 of Title 54.1 of the Code of Virginia);
5. American's with Disabilities Act (ADA)/ American's with Disabilities Act Amendments Act (ADAAA); and
6. Family Education Rights and Privacy Act (FERPA).

D. Overview of diabetes mellitus.

1. Definition;
2. Types of diabetes; and
3. Medical management.

E. Principles of medication administration.

1. Right student;
2. Right medication;
3. Right dose;
4. Right route; and
5. Right time.

F. Therapeutic management of diabetes.

1. Nutrition;
2. Exercise;
3. Medication; and

4. Support of independence;
 - a. Support the student's developing independence through assisting with self-care.
 - b. Support the student's healthy response to diabetes.

G. Monitoring of student.

1. Using insulin pens or syringes;
2. Using insulin pump;
3. Testing blood glucose;
4. Testing of urine;
5. Counting carbohydrates to determine insulin dosage.

H. Insulin administration.

1. Proper storage of drug;
2. Administration based on properly labeled medication from a pharmacy; and
3. Essential techniques of administration.

I. Hyperglycemia.

1. Prevention;
2. Recognition; and
3. Treatment.

J. Hypoglycemia.

1. Prevention;
2. Recognition; and
3. Treatment, including administration of glucagon.

K. Storage and disposal of medical supplies.

1. Standard precautions;

2. Storage/Security of medication and syringes;
3. Expiration date of medication; and
4. Disposal of sharps and diabetes supplies.

L. Necessity for documentation to be maintained and to include:

1. Signed authorizations, updated annually, from the student's parent or guardian and from the physician;
2. The individualized healthcare plan, updated annually, for each student;
3. Blood glucose levels (BGL) as indicated in the Diabetes Medical Management Plan;
4. Medication administration that is signed and consistent with required procedures; and
5. Description of any complications.

M. Emergency plan.

N. Existing resources in community, such as organizations and written materials.

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