

# Diabetes Care Tasks at School: What Key Personnel Need to Know

*Third Edition (December 2008)*

## Forward

The American Diabetes Association is pleased to make available the third edition of our training modules for school personnel: *Diabetes Care Tasks at School: What Key Personnel Need to Know*. The modules have been updated to enhance usability and reflect new technologies that have evolved since the first publication in June 2003.

The most exciting change is the creation of a DVD with video segments to supplement the PowerPoint training modules that are packaged together in a two-disk set. Each training module has a corresponding video segment. The training modules and video segments are designed to be used together to demonstrate how diabetes care should be carried out in the school setting.

Children and youth with diabetes spend an enormous amount of time in school and must be able to achieve the same level of diabetes management in class and at school-related activities that they do during the rest of the day. This is critical in order for students with diabetes to be medically safe, to delay or prevent the short- and long-term complications of diabetes, and for students to be ready to learn and able to participate in all school activities. In order to manage diabetes at school, students need access to the tools for diabetes management and to school personnel who are knowledgeable about diabetes and able to assist them when needed.

A crucial step to diabetes management at school is educating school personnel about diabetes so that they understand how easily they can facilitate good diabetes care for their students with diabetes. With this in mind, the National Diabetes Education Program (NDEP) worked with key government agencies and diabetes and education organizations to develop written educational materials entitled *Helping the Student with Diabetes Succeed: A Guide for School Personnel* ([www.ndep.nih.gov/diabetes/pubs/Youth\\_SchoolGuide.pdf](http://www.ndep.nih.gov/diabetes/pubs/Youth_SchoolGuide.pdf)). This guide provides school personnel with the basic information they need to facilitate diabetes management at school. It includes background information on diabetes and the tools for diabetes management at school, and sets out the roles and responsibilities of various school personnel at the district and school level.

A cornerstone of the NDEP guide is that there must be someone present at school and at all school functions who can assist those students who need help with blood glucose monitoring and insulin administration and help all students with diabetes in case of a high or low blood glucose emergency. This person can either be a school nurse or, in the absence of a nurse, another school employee who has received training in these tasks (referred to in the NDEP guide as “trained diabetes personnel”).

The NDEP guide sets out what diabetes care tasks must take place at school, but does not provide instruction on how to perform these tasks. That is the function of *Diabetes Care Tasks at School: What Key Personnel Need to Know*. Thus, these training modules will enable schools to fully implement the

NDEP approach to diabetes management at school. The training modules are:

- Diabetes Basics
- Diabetes Medical Management Plan
- Hypoglycemia
- Hyperglycemia
- Blood Glucose Monitoring
- Glucagon Administration
- Insulin Basics
- Insulin by Syringe and Vial
- Insulin by Pen
- Insulin by Pump
- Ketones
- Nutrition and Physical Activity
- Legal Considerations

The training modules and video should be used as part of a training that includes hands on instruction in diabetes care tasks. When either the training modules and/or video segments are used to train school nurses or other school staff members who will assist in diabetes care tasks, it is vitally important that the trainer is a school nurse or another qualified health care professional with expertise in diabetes care. Although the video is primarily intended to enhance the hands-on, experiential training of those who will directly perform or monitor diabetes care tasks, we also encourage using selected segments at school staff and parent meetings to increase general diabetes knowledge and awareness.

Together with the NDEP guide, the *Diabetes Care Tasks at School: What Key Personnel Need to Know* training modules and video segments will provide schools with the best and most practical means to ensure that their students with diabetes are not only medically safe at school, but also have the best possible opportunity to learn and to fully participate in all that school has to offer.

Sincerely,



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