Diabetes Care Tasks at School:
What Key Personnel Need to Know
Second Edition (January 2006)

Forward

On behalf of the American Diabetes Association, I am pleased to be able to make available the second edition (January 2006) of Diabetes Care Tasks at School: What Key Personnel Need to Know, training modules for school personnel. The modules have been updated to reflect the new technology that has evolved since its first publication in June 2003.

Children 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, for them to delay or prevent the long-term complications of diabetes, and for them 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 students 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). 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
- Hypoglycemia and Hyperglycemia
- Blood Glucose Monitoring
- Insulin Administration
- Glucagon Administration
- Ketone Testing
- Nutrition and Exercise
- Legal Considerations

*Diabetes Care Tasks at School: What Key Personnel Need to Know* is not intended to be used independently by a layperson who wishes to become one of the school’s trained diabetes personnel, but should only be used as part of a training that includes hands on instruction in the tasks described in these modules. This instruction should be given by a health care professional with expertise in diabetes care.

In creating these modules, the American Diabetes Association partnered with Metropolitan Educational Service Cooperative Unit (Metro ECSU). Metro ECSU is an expert in creating training products for schools, providing services to all schools, cities, counties and other nonprofit organizations in the seven county Twin Cities metropolitan area of Minneapolis/St. Paul. Collaboration between the Association and Metro ECSU in the development of these training modules reflects Metro ECSU’s long-standing commitment to supporting health and safety, academic engagement, and access to a full range of activities for all learners.

We hope that schools will utilize these training modules to educate school nurses and other key school personnel in diabetes management tasks. In addition to the modules that may be freely downloaded from the Internet at [www.diabetes.org/schooltraining](http://www.diabetes.org/schooltraining), the modules are now available in printed form and on CD-ROM. Together with the NDEP guide, *Diabetes Care Tasks at School: What Key Personnel Need to Know* 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,

Francine R. Kaufman, MD
Past President
American Diabetes Association