

## **Administrative Recommendations**

1. Building Principal Responsibilities
  - The Principal at each public elementary or secondary school which has a student with diabetes enrolled is responsible for making certain that unlicensed, non-healthcare employees are selected and trained to provide appropriate care for the student with diabetes. These trained employees will be referred to as the Unlicensed Diabetes Care Assistant (UDCA).
  - The UDCA will serve under the supervision of the Principal.
    - At least one UDCA is required – if a full-time nurse assigned to a school
    - At least three UDCA are required - if a full-time nurse is not assigned to a school
2. Selection Criteria for the UDCA
  - Aptitude to learn a technical skill, i.e. injections, insulin pump, glucometer testing
  - Ability to communicate with parents/teachers/student
  - Ability to think and act calmly in an emergency situation
  - Knowledgeable about the student with diabetes
  - Has a schedule in school that makes them readily accessible
  - Generally on the campus during the school day
  - Willingness to learn about diabetes
  - Willingness to perform tasks associated with the student's Individualized Healthcare Plan
3. Qualifications of trainer of UDCA
  - Requires a RN, a certified diabetes educator, or physician with current expertise and knowledge in the care of diabetes.
  - Content of the training must meet the mandates of HB 984 and provide current knowledge and information
4. Parameters of the Training Program
  - It is recommended that the training of an UDCA must be at least 2 hours in length
  - The trained UDCA must be evaluated to show competency to perform the required skills
  - The full training must be provided on an annual basis with periodic skills checks to monitor competency
  - The competency must be maintained through a review of skills and by the provision of opportunities to interact with the student with diabetes during procedures
5. As per HB984, Unlicensed Diabetes Care Assistant (UDCA) must receive training to be able to:
  - Recognize the symptoms of hypoglycemia/hyperglycemia
  - Understand the proper action to take if the blood glucose levels of a student with diabetes are outside the target ranges, indicated by the student's diabetes management and treatment plan
  - Understand the details of the student's individualized health plan
  - Perform finger-sticks to check blood glucose levels and record results
  - Check urine ketone levels and record results
  - Properly administer injections of glucagons or insulin and record the results of the administration
  - Recognize complications that require emergency assistance
  - Understand the recommended schedules and food intake for meals/snacks for a student with diabetes
  - Understand the effects of physical activity on blood glucose levels
  - Understand the proper actions to take if a student with diabetes schedule is disrupted