
WASHOE COUNTY SCHOOL DISTRICT

Student Health Services

Assisting Students With Diabetes Care

HEA-W100

1.0 SCOPE: This work instruction describes the process in which the Student Health Services Department ensures the safe provision of nursing services by qualified personnel for students who require diabetes care and/or management during the school day and during school-sponsored activities.

2.0 RESPONSIBILITY:

2.1 Director, Student Health Services Department

(Approval signature on file)

3.0 APPROVAL AUTHORITY:

3.1 Director, Student Health Services Department

4.0 DEFINITIONS:

4.1 AHCP - Authorized Health Care Provider

4.2 AHA - American Heart Association

4.4 CA – Clinical Aide

4.4 HCP –Health Care Plan

4.5 SNRAO-Nevada School Nurse Regulation and Advisory Opinion

4.14 UAP - (Unlicensed Assistive Personnel) – a WCSD employee trained by the school nurse and who the school nurse determines is competent and qualified to provide specified nursing services to WCSD students.

4.15 WCSD - Washoe County School District

4.3 PROCEDURE:

5.0 Upon enrollment of a student who has a diagnosis of diabetes, the School Nurse will immediately develop and distribute an individualized diabetes HCP, using form hea-f130, "Diabetes Health Care Plan."

5.0.1 In developing the HCP, the school nurse will follow all procedures outlined in hea-p102, "Nursing Services for Students with Diabetes."

5.0.1.1 The diabetes HCP, hea-f130, includes a list of the most common symptoms of abnormal blood glucose levels and specifies emergency actions to be taken if the student experiences these symptoms when the school nurse is not on campus.

5.1 If the student requires assistance or supervision in carrying out diabetes care, the school nurse will work with the student's parent/guardian in obtaining completed orders from the student's LHCP on form hea-f121, "Licensed Health Care Provider Diabetes Orders."

5.2 While waiting for the completed and signed "Licensed Health Care Provider Diabetes Orders" (hea-f121) to be returned by the parent/guardian, the school nurse will provide a copy of the Diabetes HCP (hea-f130) to appropriate school staff so that they are immediately aware of the student's diagnosis and have written instructions for recognizing and responding to a diabetes emergency.

WASHOE COUNTY SCHOOL DISTRICT

Student Health Services

Assisting Students With Diabetes Care

HEA-W100

- 5.3 As soon as the signed and completed "Licensed Health Care Provider Diabetes Orders" (hea-f121) are submitted to the health office by the student's parent/guardian, the School Nurse will determine whether or not the required nursing services are delegable to a UAP according to the provisions in the SNRAO.
- 5.3.1 Under the provisions of the SNRAO, insulin administration may not be delegated to a CA or other UAP.
- 5.3.2 A CA or other UAP, who, according to the School Nurse is qualified under the requirements of the SNRAO, may oversee and assist a student in the self-administration of insulin.
- 5.4 If the School Nurse determines that some or all of the student's required diabetes nursing services cannot be delegated then the non-delegable tasks will be performed by a licensed nurse.
- 5.5 The School Nurse will contact the Director, Student Health Services Department, or designee regarding the specific nursing services that cannot be delegated so that the department administration can assign a licensed nurse to provide the required services when neither the site School Nurse nor a School Nurse colleague is available.
- 5.6 If the School Nurse determines that some or all of the prescribed nursing services and management of the student are delegable to a UAP, the School Nurse will develop an individual diabetes delegation plan using the "Diabetes Delegation Plan" form (hea-f133).
- 5.6.1 Under the provisions of the SNRAO, the School Nurse may not delegate any aspect of the student's diabetes care without first reviewing the Diabetes HCP (hea-f130) and the "Diabetes Delegation Plan" (hea-f133), with each UAP, and ensuring their understanding and competence in recognizing and responding to a diabetes emergency and in the performance of delegated nursing services.
- 5.6.2 Because they are not qualified to interpret physician's orders, clinical aides and other UAP's will refer to and follow the student's "Diabetes Delegation Plan" (hea-f133) and the "Diabetes HCP" (hea-f130) when providing diabetes-related care of the student.
- 5.6.3 The Diabetes Delegation Plan will direct specific nursing services to be performed only by school personnel who have been trained by the School Nurse.
- 5.3.3.1 School Nurses and CPN's who are assigned to provide "back up" diabetes care for the site's School Nurse, will follow the student's individual Diabetes Delegation Plan (hea-f133) and the Diabetes HCP (hea-f130)
- 5.6.3.1 The Diabetes Delegation Plan (hea-f133) will include but not be limited to all LHCP-ordered procedures: instructions for blood glucose monitoring; calculation of insulin-to-carbohydrate ratio(s); specific insulin doses for correction and coverage; verification of student's self-injected insulin doses; directives for management of symptoms and/or abnormal blood sugar levels; and administration of emergency glucose gel.
- 5.6.3.2 When carrying out and/or demonstrating procedures for the student's diabetes care, the School Nurse will comply with all WCSD procedures, including; "Nursing Services for Students with Diabetes" (hea-p102); "Assisting Students with Medication" (hea-p200); American Diabetes Association Guidelines and the product manufacturer's recommendations.

WASHOE COUNTY SCHOOL DISTRICT

Student Health Services

Assisting Students With Diabetes Care

HEA-W100

- 5.6.3.2.1 Insulin medication will be refrigerated according to the manufacturer's specifications
- 5.6.3.2.2 Insulin medication will be disposed of on the medication expiration date or 28 days after the date it is unsealed, whichever comes first.
- 5.7 After completing the "Diabetes Delegation Plan" (hea-f133), the School Nurse will review, demonstrate, and discuss the directives in the plan with the CA and all other UAP's who will be providing or assisting with the student's diabetes care.
- 5.7.1 As part of clinical aide and other UAP training and delegation, the school nurse will review and ensure their understanding and competence in the procedures for accurate calculation of the carbohydrate contents of food items.
- 5.7.1.1 For calculating the carbohydrate content of meals served by the WCSD Nutrition Services Department, nurses, CA's and other UAP's will refer to the electronic menu data base, located in the Student Health Services shared folder.
- 5.7.1.2 For carbohydrate ratio calculation based on food prepared by parent, the parent must provide a written, itemized list of food items being sent from home, with a carbohydrate total listed for each food item.
- 5.7.2 The school nurse will use hea-f135, the "Diabetes Skills Checklist for Unlicensed Assistive Personnel", to document all steps taken to train, ensure competence, and carry out delegation with the CA and other UAP's.
- 5.8 In accordance with the SNRAO, the School Nurse will provide ongoing observation and, as necessary, retraining of the CA or other UAP to ensure their competence in performing the delegated diabetes nursing services.
- ~~5.8.4~~ The School Nurse will document any observations and/or retraining of the CA and/or UAP on the "Diabetes Skills Checklist for Unlicensed Assistive Personnel" (hea-f135).
- 5.9 Nurses, CA's and/ or UAP's providing nursing services or diabetes care to the student must document all services or care provided using the student's individual "Diabetes Management Log" (hea-l100).
- 5.9.1 The School Nurse is responsible for reviewing the process for complete and accurate documentation with the CA or other UAP and for ensuring that documentation is consistently carried out in accordance with the requirements of NRS and NAC 632.
- 5.9.2 In the event that nursing services or care is provided to the student at separate times during the school day, the date, time and type of services or care provided must be documented on separate lines of the "Diabetes Management Log" (hea-l100).
- 5.9 School Nurses will document all nursing actions and case management steps other than those noted on the "Diabetes Management Log" (hea-l100) and or the "Diabetes Skills Checklist for Unlicensed Assistive Personnel" (hea-f135) on the "Student Permanent Health Record," (hea-f300).

6.0 ASSOCIATED DOCUMENTS:

- 6.1 American Diabetes Association Guidelines for Administration of Glucagon
http://www.diabetes.org/assets/pdfs/state-school-laws/or_glucagontraining-protocol-0808.pdf
(pages 8 and 9)

WASHOE COUNTY SCHOOL DISTRICT

Student Health Services

Assisting Students With Diabetes Care

HEA-W100

6.2 American Diabetes Association Guidelines for Checking Blood Glucose

<http://www.diabetes.org/living-with-diabetes/parents-and-kids/planet-d/new-to-diabetes/blood-glucose-checks.html>

6.3 American Diabetes Association Guidelines for Checking Ketones

<http://www.diabetes.org/living-with-diabetes/treatment-and-care/blood-glucose-control/checking-for-ketones.html>

6.4 American Heart Association 2005 Guidelines for CPR and EEC

<http://www.americanheart.org/presenter.jhtml?identifier=3035517>

6.5 National Association of School Nurses: Diabetes in Children

<http://www.nasn.org/Default.aspx?tabid=324>

6.7 Assisting with Oral Medication (HEA-P200)

6.8 Diabetes Delegation Plan (HEA-F133)

6.9 Diabetes Management Log (HEA-L100)

6.10 Diabetes Skills Checklist for Unlicensed Assistive Personnel (HEA-F135)

6.11 Licensed Health Care Provider Diabetes Orders (HEA-F121)

6.12 Nevada School Nurse Regulation and Advisory Opinion -

<http://www.nursingboard.state.nv.us/pinfo/school%20nurse%20regulation%20advisory%20opinion.htm>

6.13 Nursing Services for Students with Diabetes (HEA-P102)

6.14 Student Permanent Health Record (HEA-F300)

6.15 WebMd Guidelines for Administration of Insulin via Syringe

<http://diabetes.webmd.com/give-yourself-insulin-shot>

RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Assisting with Oral Medication (HEA-P200)	Student School Health File	7 years after student's expected date of graduation	Shred/Destroy	Locked File or School Health Office
Diabetes Delegation Plan (HEA-F133)	Student School Health File	7 years after student's expected date of graduation	Shred/Destroy	Locked File or School Health Office
Diabetes		7 years after student's	Shred/Destroy	Locked File or School Health

WASHOE COUNTY SCHOOL DISTRICT

Student Health Services
Assisting Students With Diabetes Care
HEA-W100

Management Log (HEA-L100)	expected date of graduation		Office
Diabetes Skills Checklist for Unlicensed Assistive Personnel (HEA-F135)	7 years after student's expected date of graduation	Shred/Destroy	Locked File or School Health Office
Licensed Health Care Provider Diabetes Orders (HEA-F121)	7 years after student's expected date of graduation	Shred/Destroy	Locked File or School Health Office
Nursing Services for Students with Diabetes (HEA-P102)	7 years after student's expected date of graduation	Shred/Destroy	Locked File or School Health Office
Student Permanent Health Record (HEA-F300)	7 years after student's expected date of graduation	Shred/Destroy	Locked File or School Health Office

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