



### MINIMUM GUIDELINES FOR ASBN APPROVED INSULIN & GLUCAGON ADMINISTRATION TRAINING PROGRAMS

A school district, school district employee, or an agent of a school district, including a healthcare professional who trained volunteer school personnel designated as care providers and care providers, shall not be liable for any damages resulting from his or her actions or inactions under the Arkansas State Board of Nursing (ASBN) *Rules* (Chapter 9, Insulin and Glucagon Administration, Section IV Protection from Liability) or under Arkansas Code Annotated § 17-87-103.

1. The training program shall be of sufficient length to provide acquisition of content related to review and update of essential knowledge and skill.
2. There shall be at least one licensed school nurse employed by a school district\* or other healthcare professional\* physically present to provide the training.
3. Content of the training program shall, at a minimum, include information related to:
  - General Information
 

<ul style="list-style-type: none"> <li>✓ Regulatory Authority including ASBN <i>Rules</i>, Chapter 9, Insulin and Glucagon Administration</li> <li>✓ Rehabilitation Act of 1973 (Section 504), the American Disabilities Act of 1990; and Individuals with Disabilities Education Act</li> <li>✓ Role of school nurse in administration of insulin and/or glucagon</li> </ul>	<ul style="list-style-type: none"> <li>✓ Role of school nurse in delegation of administration of insulin and/or glucagon as it relates to access of training materials and training of licensed school nurse employed by a school district* or other healthcare professional*</li> <li>✓ Standard precautions</li> </ul>
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  - Overview of diabetes
 

<ul style="list-style-type: none"> <li>✓ Definition</li> </ul>	<ul style="list-style-type: none"> <li>✓ Diabetes</li> </ul>
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  - Therapeutic management of diabetes
 

<ul style="list-style-type: none"> <li>✓ Nutrition <i>How to calculate carbohydrate intake (insulin training only)</i></li> <li>✓ Medication</li> </ul>	<ul style="list-style-type: none"> <li>✓ Exercise</li> </ul>
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  - Blood glucose monitoring
  - Hyperglycemia
 

<ul style="list-style-type: none"> <li>✓ Causes</li> <li>✓ Signs and symptoms</li> <li>✓ Treatment</li> </ul>	<ul style="list-style-type: none"> <li>✓ Prevention techniques and practices</li> <li>✓ Recognition</li> </ul>
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  - Hypoglycemia
 

<ul style="list-style-type: none"> <li>✓ Causes</li> <li>✓ Signs and symptoms</li> <li>✓ Treatment</li> </ul>	<ul style="list-style-type: none"> <li>✓ Prevention techniques and practices</li> <li>✓ Recognition</li> </ul>
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  - Glucagon
 

<ul style="list-style-type: none"> <li>✓ Purpose</li> <li>✓ Prescription information (when, how, and by whom prescribed)</li> <li>✓ Expiration date &amp; replacement</li> <li>✓ Dosage</li> <li>✓ Steps for administering</li> <li>✓ Complications</li> </ul>	<ul style="list-style-type: none"> <li>✓ Function</li> <li>✓ Storage &amp; Disposal</li> <li>✓ When to administer</li> <li>✓ Side effects</li> <li>✓ Follow up care requirements after administration: Basic emergencies follow up: including, but not limited to, calling 911, contacting parent or care provider</li> </ul>
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<ul style="list-style-type: none"> <li>• Insulin (Insulin Training Only)</li> </ul>	
✓ Purpose	✓ Function
✓ Prescription information (when, how, and by whom prescribed)	✓ Storage & Disposal
✓ Expiration date & replacement	✓ When to administer
<ul style="list-style-type: none"> <li>✓ Types: <ul style="list-style-type: none"> <li>○ Rapid-acting</li> <li>○ Short-acting</li> <li>○ Intermediate</li> <li>○ Long acting</li> <li>○ Pre-mixed</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Dosage <ul style="list-style-type: none"> <li>○ How to calculate appropriate insulin dosage based on carbohydrate intake (insulin training only)</li> <li>○ How to calculate appropriate insulin dosage based on carbohydrate intake based on blood sugar (insulin training only)</li> </ul> </li> </ul>
✓ Side effects	✓ Steps for administering
<ul style="list-style-type: none"> <li>✓ Delivery systems: <ul style="list-style-type: none"> <li>○ Insulin syringe &amp; vial</li> <li>○ Insulin pen</li> <li>○ Insulin pump or pod</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Follow up care requirements after administration: Basic emergencies follow up: including, but not limited to, calling 911, contacting parent or care provider</li> </ul>
✓ Complications	
4. Training content must have written measurable objectives.	
5. Visual and audio aids may be used during the training but at least one licensed school nurse employed by a school district* or other healthcare professional* must be physically present.	
6. The program material shall reflect the grading criteria and performance indicators required for successful completion of the program.	
7. There shall be a method of assessment to determine participant understanding of the material.	
8. There shall be a skill checklist identifying specific skill steps and date of training; signed by School Nurse/Trainer. Completed checklist must be filed with program records.	
9. Trainer offering the training program will issue a signed certificate of completion to participants who have successfully completed the program. The certificate shall be signed by a licensed school nurse employed by a school district or other healthcare professional indicating that in his or her professional judgement the volunteer has successfully completed all aspects of training and that the volunteer has successfully demonstrated mastery of procedures involving the administration of insulin and/or glucagon.	
10. Agency offering Insulin and/or Glucagon program must hold documentation of ASBN approval of the program prior to participant attendance.	

\* For training purposes, the following definitions apply as delineated in Arkansas State Board of Nursing *Rules*, Chapter 9, Insulin and Glucagon Administration Section II.

Licensed school nurse employed by a school district – those nurses employed by an Arkansas public school district or open enrollment public charter school who holds the following licenses or certificate: Registered Nurse (RN); Advance Practice Registered Nurse (APRN); or Diabetes Nurse Educators. This definition does not include Licensed Practical Nurses (LPNs). LPNs may assist in the provision of training under these rules. However, training under these rules must be performed by RNs, APRNs, or Diabetes Nurse Educator.

Other healthcare professional – includes the following: Registered Nurse (RN); Advanced Practice Registered Nurse (APRN); Diabetes Nurse Educator; Medical Doctors (MD); Registered Nurse Practitioner; Doctors of Osteopathy; Physician Assistant; Pharmacist; and Certified Diabetes Educator.

Reference  
Arkansas State Board of Education, Ark. Code Ann. §§ 6-11-105, 17-87-103 and 25-15-201 et seq.  
Arkansas State Board of Nursing, Ark. Code Ann. §§ 17-87-203, 17-87-103 and 25-15-201 et seq.