



Diabetes Management Training FAQ's for Oklahoma Public Schools Updated June 8, 2021

Oklahoma State Department of Education

This document serves as guidance from the Oklahoma State Department of Education (OSDE) relating to the training of volunteer diabetes care assistants in schools. Consistent with the intent of the law, implementation of diabetes management training should empower school staff with the training and information they need to safely and appropriately care for students with diabetes following their physician's orders, while in their care at school or a school activity.



Pathways to Obtaining the Diabetes Management Certification in 2021-22.

Pathway 1: Online Training for Diabetes Management and Needle Skills Training

For those seeking first-time training

- First-time volunteers should [register for the 3-hour online diabetes management training](#) with Gayle Black, School Health Coordinator, Oklahoma State Department of Health (OSDH).
- First-time volunteers should then [register for the 1.5 hour in-person needle skills session](#) or fill out a [Needle Skills Training Request](#). The in-person needle skills session will be offered in locations around Oklahoma and should be completed within two months of the OSDH's 3-hour online diabetes management training session. For questions, please contact [Gayle Black](#), School Health Coordinator, OSDH.
- Upon completion of both the 3-hour of online training and the completion of the 1.5 hour in-person training, all first-time volunteers should send the needle skills training certificate of completion to [Shana Classen](#), Director of Health and PE, OSDE, in order to receive the Diabetes Management Training Certificate of Completion.

Pathway 2: In-person Training by the Oklahoma State Department of Health Representative or a Licensed Nurse

For those seeking first-time training or recertification

- First-time volunteers, or volunteers seeking recertification, may be trained by a Oklahoma State Department of Health Representative, [register](#) for this in-person training. Certificates will be provided by the OSDE.



- First-time volunteers, or volunteers seeking recertification, may be trained by a school nurse in your district who has met the training requirements for school nurses (see below) and can also provide in-person training for school staff. The school nurse will need to provide a certificate to participants for this training.
 - A school nurse, certified school nurse, or public health nurse assigned to the school must complete a diabetes management training provided by OSDH/OSDE, a training that is approved by National Association of School Nurse (NASN) or American Diabetes Association (ADA) such as *Diabetes Care Tasks at School: What Key Personnel Need to Know* to be used with the *Helping the Student with Diabetes Succeed: A Guide for School Personnel*. By completing one of the approved trainings, the nurse is permitted to provide the annual diabetes management training to other school personnel as outlined in the state law.
- Refer to [Guidelines for Diabetes Management in Schools](#) for training requirements and contact [Gayle Black](#), School Health Coordinator, OSDH, to gain approval for the school nurse to lead trainings.

Pathway 3: Virtual Training Module

Only for Recertification

- Volunteers who completed diabetes management training with Gayle Black offered through the OSDE in 2020-21 school year, may become certified for the 2021-22 year by completing the asynchronous virtual training module offered through OSDE.
- To gain access to the virtual training module, please send a diabetes management training certificate of completion (from within the last twelve months) to [Shana Classen](#), Director of Health and Physical Education, OSDE.



FAQ's

- **After I complete the OSDH's online course offered through Pathway 1 and needle skills training, how do I get my certificate of completion?**

First-time **volunteer diabetes care assistants** will get a certificate of completion by sending the needle skills training verification to [Shana Classen](#), Director of Health and Physical Education, OSDE, to receive the Diabetes Management Training Certificate of Completion.

- **What if I have previously had Diabetes Management Training but my certificate of completion is not from the last twelve months?**

If you have a certificate of completion that is not from the last 12 months and has lapsed, follow Pathway 1 to gain certification.

- **What if I have had Diabetes Management Training in the last 12 months and I need to recertify?**

Please send your Diabetes Management Training Certificate of Completion to [Shana Classen](#), Director of Health and Physical Education, OSDE, to receive information about the virtual recertification in Diabetes Management Training.

- **Do I have to go through Diabetes Management Training if I have diabetes and know how to administer insulin?**

Yes, all **volunteer diabetes care assistants** have to receive Diabetes Management Training to be in compliance with [state law](#).



➤ **Does the Oklahoma State Department of Education maintain a copy of my certification on file?**

No, the **volunteer diabetes care assistant**, the school nurse, or the principal will maintain a copy of the certificate of completion as stated in section E of the [state law](#).

➤ **Does the Oklahoma State Department of Health provide guidelines for Diabetes Management in Schools?**

Yes, the Oklahoma State Department of Health developed the [Guidelines for Diabetes Management in Schools](#).

➤ **Can my school nurse provide Diabetes Management Training and/or needle skills training for volunteer diabetes care assistants?**

Yes, a school nurse, certified school nurse, or public health nurse assigned to the school must complete a diabetes management training provide by OSDH/OSDE, a training that is approved by National Association of School Nurse (NASN) or American Diabetes Association (ADA) such as *Diabetes Care Tasks at School: What Key Personnel Need to Know* to be used with the *Helping the Student with Diabetes Succeed: A Guide for School Personnel*. By completing one of the approved trainings, the nurse is permitted to provide the annual diabetes management training to other school personnel as outlined in the state law. For questions, please contact [Gayle Black](#), School Health Coordinator, OSDH.

➤ **How do I get my needle skills training if I attend the virtual training with the OSDH representative?**

A school nurse, certified school nurse, or public health nurse assigned to the school can provide the needle skills training by completing the needle skills checklist and returning it to [Shana Classen](#), at OSDE. It is



recommended that school staff without nursing license receive needle skills training every other year.