Mandatory Diabetes Training for Identified School Staff and All Paraprofessionals

You, or your designee, must provide time during the workday for the following staff to complete their mandatory annual initial or refresher diabetes training by the deadlines noted below:

- School staff identified by the 504 coordinator and school nurse on a student’s Diabetes 504 Plan as being responsible for a student with diabetes during the school day and/or other DOE programs and activities, including school trips, must complete one of the following webinars corresponding to the type of support they will provide.
- All full-time DOE paraprofessionals must complete the 2022–2023 Level 2 Diabetes Training.

**Webinars:** Staff can enroll and access the training (approximately one hour long) with the following course hyperlinks by logging in using their DOE credentials. They will also receive an invitation email from WeLearn.

- **2022–2023 Level 1 Diabetes Training:** Required for all identified school staff responsible for a student with diabetes. Deadline: within 10 school days of being identified for training.
- **2022–2023 Level 1 + Glucagon Diabetes Training:** The same content as Level 1, plus instructions on how to administer glucagon (emergency medication). Deadline: within 10 school days of school staff being identified for training.
- **2022–2023 Level 2 Diabetes Training:** The same content as Level 1 + Glucagon, plus additional instructions. Required for all paraprofessionals and school staff identified for this training.
  - **Identified School Staff Deadline:** Within 15 school days of being identified for training.
  - **Paraprofessionals Deadlines:**
    - By September 8 for paraprofessionals serving a returning student with diabetes.
• By September 22 or 10 school days after the assignment, whichever is earlier, for paraprofessionals serving a new, newly diagnosed, or transfer student with diabetes.
• By September 22 for all other paraprofessionals.

Student-Specific In-Person Training: Following the 2022–2023 Level 1 + Glucagon Diabetes Training and 2022–2023 Level 2 Diabetes Training, after the principal views a copy of the completion email or certificate from WeLearn, the school nurse or Office of School Health nurse coordinates with the principal and 504 Coordinator to provide identified school staff and paraprofessionals serving a student with diabetes with in-person student-specific diabetes training, as follows:

• **Identified School Staff Deadline:** Within 15 school days of a staff member being identified as responsible for a student with diabetes.

• **Paraprofessionals* Deadlines:**
  o By September 22 for paraprofessionals serving a returning student.
  o By 10 school days after the assignment for paraprofessionals serving a new, newly diagnosed, or transfer student.

*Substitute or Agency Paraprofessionals: Where possible, principals should assign already trained paraprofessionals when a substitute is needed for a student with diabetes. If the identified DOE substitute or agency paraprofessional is not trained, the principal and/or 504 coordinator must inform the school nurse as soon as possible, so that the paraprofessional completes the 2022–23 Level 2 Diabetes Training and student-specific training before starting to serve the student.

For questions, contact your health director.