

Diabetes Care In Kentucky Schools Competency Checklist

Developed by the Diabetes in the Kentucky School System Stakeholders Group

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Adapted from: KBN Insulin Administration in School Settings Training Program Manual (2014).

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To apply to all skills:

- State name and purpose of procedure
- Review:
 - Standard precautions (wash hands, wear gloves)
 - Students' Diabetes Medical Management Plan (DMMP)
 - Instructions on medications and supplies
 - Encourage students to participate when appropriate
- When doing each skill, keep in mind all the “7 Rights”:
 - Right patient
 - Right procedure
 - Right medication
 - Right dose
 - Right route
 - Right time
 - Right documentation

BLOOD GLUCOSE MONITORING SKILLS CHECKLIST

Unlicensed Assistive School Personnel (UAP): _____

RN School Nurse/RN Instructor: _____

Supplies: Gloves, meter, test strips, alcohol pad, and cotton ball

Procedure:	Training Date/Initials	Return Demonstrations			
		Date/Initial	Date/Initial	Date/Initial	Date/Initial
1. Washes hands and puts on gloves					
2. Assembles supplies					
3. Prepares lancing device					
4. Turns meter on, checks codes (if applicable)					
5. Places strip into meter					
6. Clean area and lances area					
7. Places blood onto test strip					
8. Places cotton ball, band-aid, or tissue over lanced area					
9. Disposes of strip, gloves and other supplies appropriately and clean area					
10. Documents per district policy					

URINE KETONE MONITORING SKILLS CHECKLIST

Unlicensed Assistive School Personnel (UAP): _____

RN School Nurse/RN Instructor: _____

Supplies: Gloves, testing strips, cup of urine, a protected testing area, and a watch or clock

Procedure:	Training Date/Initials	Return Demonstrations			
		Date/Initial	Date/Initial	Date/Initial	Date/Initial
1. Washes hands and puts on gloves					
2. Assembles supplies					
3. Place cup of urine on protected area					
4. Dips ketone testing strip in urine, taps off excess					
5. Times appropriately					
6. Compares strip to bottle, accurately reads results					
7. Washes hands and disposes of supplies properly					
8. Documents per district policy					

CALCULATING INSULIN BOLUS DOSE BASED ON CARBOHYDRATE INTAKE

Unlicensed Assistive School Personnel (UAP): _____

RN School Nurse/RN Instructor: _____

Supplies: Nutrition label, calculator, and student's insulin-to-carb ratios

Procedure:	Training Date/Initials	Return Demonstrations			
		Date/Initial	Date/Initial	Date/Initial	Date/Initial
1. Describes time when bolus insulin is given					
2. Verifies the student's insulin to carbohydrate (I:C) ratio					
3. Identify number of carbohydrate servings					
4. Demonstrates correct calculation of carbohydrate dose					
5. Verifies the student's correction factor insulin scale order					
6. Demonstrates correct calculation of correction factor dose					
7. Demonstrates the calculation of the total insulin dose					
8. Documents per district policy					

INSULIN ADMINISTRATION: SYRINGE SKILLS CHECKLIST

Unlicensed Assistive School Personnel (UAP): _____

RN School Nurse/RN Instructor: _____

Supplies: Gloves, insulin bottle, syringe, sharps container, alcohol pad, and cotton ball

Procedure:	Training Date/Initial	Return Demonstrations			
		Date/Initial	Date/Initial	Date/Initial	Date/Initial
1. Washes hands and puts on gloves					
2. Assembles supplies					
3. Wipes top of bottle with alcohol wipe					
4. Pulls the plunger down to let units of air into the syringe					
5. Pushes the needle through the center of the rubber insulin top					
6. Pushes air into the bottle and leaves the needle in the bottle					
7. Turns the insulin bottle and syringe upside down					
8. Pulls the plunger down slowly to the correct number of units					
9. Checks for/removes air bubbles. Repeats Step 8.					
10. Removes syringe from bottle and ensure correct insulin amount					
11. Assists the student in choosing the injection site					
12. Pinches skin and inserts insulin syringe					
13. Pushes plunger in and counts to five.					
14. Removes insulin needle from skin. Gentle pressure with cotton ball as needed.					
15. Disposes of syringe in sharps container. Does not recap syringe					
17. Documents per district policy					

INSULIN ADMINISTRATION: PEN DEVICE SKILLS CHECKLIST

Unlicensed Assistive School Personnel (UAP): _____

RN School Nurse/RN Instructor: _____

Supplies: Gloves, insulin pen and cartridge, pen needle, alcohol pad, and cotton ball

Procedure:	Training Date/Initial	Return Demonstrations			
		Date/Initial	Date/Initial	Date/Initial	Date/Initial
1. Washes hands and puts on gloves					
2. Gathers supplies					
3. Loads insulin cartridge (if needed) and wipes insulin pen top with alcohol wipe					
4. Screws the needle onto the end of the insulin pen					
5. Primes the needle by dialing the pen to 2 units					
6. Pushes the plunger until a small drop or stream of insulin is seen, and repeats as needed					
7. Turns the dose knob to the dose ordered					
8. Assists the student in choosing injection site					
9. Pinches skin and inserts pen needle					
10. Pushes injection button to deliver insulin and count to five					
11. Removes insulin needle from skin and dab with cotton ball if needed					
12. Replaces outer cap of the needle and unscrews and disposes of needle in sharps container					
13. Documents per district policy					

GLUCAGON INJECTION SKILLS CHECKLIST

Used for severe hypoglycemia if the student can't eat or drink or is unconscious

Unlicensed Assistive School Personnel (UAP): _____

RN School Nurse/RN Instructor: _____

Supplies: Gloves, glucagon kit, sharps container, alcohol pad, and cotton ball

Procedure:	Training Date/Initial	Return Demonstrations			
		Date/Initial	Date/Initial	Date/Initial	Date/Initial
1. Washes hands and puts on gloves					
2. Gathers supplies					
3. Removes flip-off seal from vial of glucagon powder, wipe with alcohol wipe					
4. Removes needle cover from syringe					
5. Injects entire contents of syringe into vial of glucagon powder (held upright)					
6. Swirls vial <u>gently</u> until dissolved/clear					
7. Inverts vial and withdraws solution from vial into syringe					
8. Withdraws needle from vial and remove air bubbles from syringe					
9. Holds syringe safely; uses other hand to clean injection site with alcohol wipe					
10. Pinches skin/tissue for subcutaneous injection					
11. Inserts needle subcutaneously (below the skin) at a 90 degree angle and injects glucagon					
12. Withdraws needle and gently wipe with cotton ball or alcohol wipe					
13. Turns student on side					
14. Puts used syringe and vial into sharps container					
15. Documents per district policy					

NASAL GLUCAGON INJECTION SKILLS CHECKLIST

Used for severe hypoglycemia if the student can't eat or drink or is unconscious

Unlicensed Assistive School Personnel (UAP): _____

RN School Nurse/RN Instructor: _____

Supplies: Gloves and a nasal glucagon kit

Procedure:	Training Date/Initial	Return Demonstrations			
		Date/Initial	Date/Initial	Date/Initial	Date/Initial
1. Washes hands and puts on gloves					
2. Gathers supplies					
3. Removes seal off of outside container and pulls out nasal device					
4. Holds device between thumb and fingers					
5. Gently inserts the tip into one nostril until fingers touch the bottom of nostril					
6. Pushes plunger until green line disappears					
7. Turns student on side					
8. Disposes of nasal glucagon					
9. Documents per district policy					

CGM MONITORING SKILLS CHECKLIST

Unlicensed Assistive School Personnel (UAP): _____

RN School Nurse/RN Instructor: _____

Supplies: Continuous Glucose Monitor

Procedure:	Training Date/Initials	Return Demonstrations			
		Date/Initial	Date/Initial	Date/Initial	Date/Initial
1. Locates receiver or phone					
2. Observes current blood sugar and trends					
3. Treats blood sugar if needed					
4. Checks blood sugar with a manual meter if necessary					
5. Documents per district policy					

PUMP REPLACEMENT SKILLS CHECKLIST

Unlicensed Assistive School Personnel (UAP): _____

RN School Nurse/RN Instructor: _____:

Supplies: Gloves, insulin, insulin pump supplies, receiver or phone app, and an alcohol pad

Procedure:	Training Date/Initials	Return Demonstrations			
		Date/Initial	Date/Initial	Date/Initial	Date/Initial
1. Washes hands and puts on gloves					
2. Assembles supplies and removes deactivated pump					
3. Wipes skin with alcohol wipe					
4. Uses receiver or phone to start pump and to ensure correct instructions					
5. Fills insulin pump with insulin					
6. Inserts cannula					
7. Ensures pump is delivering insulin and that cannula is not obstructed					
8. Disposes of supplies					
9. Documents per district policy					

CGM REPLACEMENT SKILLS CHECKLIST

Unlicensed Assistive School Personnel (UAP): _____

RN School Nurse/RN Instructor: _____

Supplies: Gloves, CGM, and an alcohol pad

Procedure:	Training Date/Initials	Return Demonstrations			
		Date/Initial	Date/Initial	Date/Initial	Date/Initial
1. Washes hands and puts on gloves					
2. Assembles supplies and removes deactivated CGM					
3. Wipes skin with alcohol wipe					
4. Places CGM on skin					
5. Inserts based on CGM type					
6. Uses manual supplies during warm up period					
7. Disposes of supplies					
8. Documents per district policy					

Skills Competency and Return Demonstration Verification Form

Unlicensed Assistive Personnel (UAP)/District Employee Name: _____

School: _____

School Year: _____

Verification of Training

Online training modules and post-test have been completed. A copy of the certificate of completion has been provided to the appropriate person (as designated by the school/district) for records:

☐ Yes

☐ No

Supervision of UAP in Performing Diabetes Care and Medication Administration Tasks

I have provided in-service and have delegated _____ diabetes-related care and medication administration tasks as noted above in accordance to KRS 156.502, 702 KAR 1:160, 201 KAR 20:400, KRS 158:383, 702 KAR 1:160, KRS 314.011, and the _____ School District's policies and procedures and has met the diabetic knowledge and administration skill competence and return demonstration as indicated in the above checklist.

Signature of Training RN

Date

I, _____, have been trained in the above noted skills and am aware of the _____ School District's policies and procedures as related to my performance of these skills. I possess sufficient knowledge and skill, and consent to perform these delegated skills as a trained employee according to KRS 156.502, 702 KAR 1:160, 201 KAR 20:400, KRS 158.838, and 702 KAR 1:160. I will immediately report to the supervising RN any new orders, changes in medication orders, or medication errors, and changes in the students health status. I understand I cannot re-delegate these tasks to any other person.

Signature of Employee

Date

This form has been modified with permission from the original version developed by Boone County Schools.

Competency Checklist Quick Reference Guide

Below is a printable, concise list of these skills and competencies

For more information, please refer to the online training modules for more detailed instructions.

Diabetes Care and Medication Administration Competency Checklist Quick Reference Guide

Checklist developed by the Diabetes in KY Schools Stakeholder Group 2026

Important Reminders: Before each competency, review standard precautions, Diabetes Medical Management Plan (DMMP), read instructions on the medication and supplies, wash hands, wear gloves, and encourage student participation when appropriate.

Competencies

Testing Blood Glucose Using Manual Meter

- Supplies: lancet device, alcohol wipe, test strips, meter
- Clean student's finger with alcohol wipe
- Put the test strip into the meter and lance finger
- Read and document blood glucose per school policy
- Turn off meter, place cotton swab or Band-Aid on lanced site, and dispose of test strip

Administering Insulin via Pen

- Supplies: pen, pen needle, alcohol wipe
- Clean student's skin with alcohol and ensure correct insulin dose
- Twist pen needle onto the top of insulin pen
- Prime by shooting 2 units out to ensure pen is working
- Administer insulin and discard needle into sharps container

Testing Urine Ketones

- Supplies: urine cup, test strips, timing device
- Collect urine in cup and place in a protected area
- Dip test strip into cup and tap off excess
- Time as indicated and compare result to bottle
- Document per school policy, dispose of test strip and urine

Administering Insulin via Syringe

- Supplies: syringe, insulin, alcohol pad
- Clean student's skin with alcohol and top of insulin vial
- Pull syringe plunger down to add air into syringe
- Insert syringe, push in air, and invert bottle; pull the plunger down to draw out insulin
- Administer insulin and discard syringe into sharps container

Calculating Insulin Dose

- Supplies: pencil and paper, calculator, nutrition label
- Verify insulin to carb (I:C) ratio and correction factor based on DMMP
- Divide amount of carbohydrates consumed by the I:C ratio
- Subtract current blood glucose from goal glucose, and divide by correction factor
- Add the number from the carb calculation to the correction calculation to obtain the total insulin dose

Administering Insulin via Pump

- Supplies: insulin pump
- Turn on insulin pump and navigate to the bolus menu
- Enter amount of carbohydrates consumed and blood glucose
- Deliver insulin and ensure the infusion site is unobstructed

Note: These steps may differ based on type of insulin pump. Be sure to read manufacturer's instructions.

Administering Glucagon

- Supplies: Glucagon kit
- Push liquid from syringe into vial with powder
- Keep needle in vial and swirl solution (do not shake)
- Draw the liquid into the syringe and inject into skin at a 90-degree angle
- Roll student over, call 911, and discard supplies

Administering Nasal Glucagon

- Supplies: nasal Glucagon
- Position plunger between first and second fingers and thumb
- Place into nostril and depress until green line disappears
- Roll student onto side, call 911, discard used device

Troubleshooting CGM Failure

- Access phone or receiver and click "replace sensor"
- Clean skin with alcohol wipe and place CGM on skin
- Insert CGM using insertion tool
- Start sensor; use manual supplies during warm up period

Note: These steps may differ based on type of insulin pump. Be sure to read manufacturer's instructions.

Troubleshooting Insulin Pump Failure

- Using phone or receiver, discard the pod
- Clean skin with alcohol wipe and fill pump with insulin
- Place pump into skin using insertion technique per insulin pump instructions
- Ensure the pump cannula is properly inserted and delivering insulin

Note: These steps may differ based on type of insulin pump. Be sure to read manufacturer's instructions.