

Student Name _____ Date of Birth _____
School _____ Grade _____ Teacher _____
School Year _____

Student with Diabetes: School Responsibilities

(Give to parent/guardian to read and sign. One signed copy to be kept by parent and one kept with the students care plan)

The school will inform the parent/guardian of each identified student with diabetes about the availability and nature of an individualized care plan to manage the student's diabetes at school. At the written request of the parent/guardian, the school will develop, implement and maintain an individualized care plan for the student with diabetes.

1. The Diabetes Care Plan will:

- Be developed prior to the student's enrollment in school or as soon as the need for a plan is identified
- Be developed by the parent/guardian, the student, the student's health care provider, the school nurse and appropriate school personnel
- Be reviewed annually with a new plan developed for each school year
- Be reviewed whenever changes occur in the student's health status or medical treatment
- Contain provision for both routine and emergency diabetes care
- Utilize a "Quick Reference Plan" for other school personnel when indicated
- Specify the extent of the student's ability to participate in his/her diabetes care
- Specify the roles and expectations of the parent/guardian, the student and school personnel in providing assistance to the student during school and extracurricular activities (including field trips) and any special arrangements that may be necessary

2. The school will provide training to all school personnel who provide education or care for the student about:

- General information about diabetes
- Symptoms and treatment of low blood sugar
- Symptoms and treatment of high blood sugar
- Information about emergency procedures

3. The school will provide training to two or more staff members trained in the following procedures, conducted in accordance with the student's individualized diabetes care plan, to ensure that at least one trained adult is present to perform these procedures in a timely manner while the student is at school, on field trips and during extracurricular activities or other school sponsored events:

- Perform or supervise finger-stick blood sugar monitoring and record the results in student log book
- Perform or supervise insulin administration
- Give fast sugar for low blood sugar or glucagon for severe low blood sugar reactions
- Assist with insulin pump operation and insulin administration
- Take appropriate actions for blood sugar levels outside of the target ranges according to the student's diabetes care plan
- Test the urine for ketones when necessary and respond to the results of this test
- Contact parent/guardian and health provider as indicated in the student's diabetes care plan

4. The school will provide two or more staff members responsible for knowing the schedule of the student's meals and snacks. These staff members will:

- Work with the parent/guardian to coordinate this schedule with that of other students as closely as possible
- Notify the parent/guardian in advance of any expected changes in the school schedule that affect the student's meal time or exercise routine
- Remind young children of snack times including designated snack times or those in conjunction with physical activity

- 5. The school will ensure that the student has immediate access to supplies and the assistance of a staff member trained in the treatment of low blood sugar. The school will also:**
- Make treatment for low blood sugar available as close as possible to the students location including the classroom, indoor/outdoor physical education activities, school evacuations for fire drills, bomb threats or other emergencies and other school related events or activities. Students must have immediate access to their supplies at all times.
 - Supervise student until appropriate treatment has been administered. Student should not be left unattended or sent through the hallways along with a low blood sugar.
 - Provide student with emotional support and positive regard to help prevent student from experiencing embarrassment, criticism, ridicule or undue attention because of his/her diabetes
- 6. The school will provide an appropriate location in the school to provide privacy and/or convenience as requested by student or parent/guardian for:**
- Blood sugar testing
 - Ketone testing
 - Insulin administration
 - Insulin and glucagon storage
 - Insulin pump care or infusion site change
 - Treatment for hypoglycemia
 - Treatment for hyperglycemia
- 7. The school will give permission for the student to:**
- See school medical personnel upon request
 - Eat a snack anywhere, including the classroom or the school bus to prevent or treat low blood sugar
 - Test blood sugar levels wherever and whenever necessary and to take immediate corrective actions if student is able to demonstrate:
 - i. Accurate finger stick technique
 - ii. Appropriate infection control
 - iii. Appropriate disposal of sharps
 - iv. Ability to interpret blood sugar results
 - v. Ability to administer appropriate corrective measures necessary
 - Test and treat blood sugar levels during school testing to ensure optimal academic performance
 - Miss school without consequences for required medical appointments to monitor the student’s diabetes management. This should be an excused absence with a doctor’s note.
 - Use the restroom and have access to fluids as necessary
 - Have immediate access to diabetes supplies at all times with supervision as needed. Immediate access includes permission for student to carry his/her supplies in book bag or on person.
- 8. As needed, the school will incorporate the following attachments into the student’s diabetes care plan and will make them available to parent/guardian and appropriate school personnel:**
- Request for diabetes care plan
 - Medication authorization
 - Authorization for self-medication by student
 - Student health history
 - Release of medical information
 - An individualized “Quick Reference Plan for Students with Diabetes”
 - Diet Order
 - Blood sugar log
 - Insulin pump information
 - Any other instructions or information necessary for the student’s diabetes care

Parent/Guardian Signature	Date:	School Nurse	Date received:

One copy to be kept by parent/guardian

One copy to be kept with student’s diabetes care plan

Student Name _____ Date of Birth _____
School _____ Grade _____ Teacher _____
School Year _____

Student with Diabetes: Parent/Guardian Responsibilities

(Give to parent/guardian to read and sign. One signed copy to be kept by parent and one kept with the students care plan)

The parent/guardian will provide the school with a written request for a Diabetes Care Plan and will work with student's health care provider and school personnel in preparing the plan. The parent/guardian will provide the school with the following materials, equipment and information needed for student's diabetes care:

1. Diabetes Care Plan

- Provide a written request for a diabetes care plan for your child
- Work with health care provider to complete the Diabetes Medical Management Plan (DMMP) A new plan must be completed each school year
- Obtain signatures needed for diabetes care plan
- Obtain and complete school Medication Authorization and Self Carry Contract forms with health care provider
- Return the completed plan and medication authorizations to the school nurse as soon as possible.
Without these documents, school personnel will be limited in the help they can provide. The student, parent/guardian or 911 responders may have to assume responsibility for diabetes care until these documents are signed and returned to the school
- Provide school with diabetes supplies and snacks needed for student's care

2. Emergency phone numbers for the parent/guardian and student's diabetes care team

- Provide school staff with names and phone numbers of appropriate individuals to contact for routine care and emergencies

3. Blood sugar testing supplies

- Parent/guardian is responsible for the maintenance of the blood sugar testing equipment
- Provide written instructions about blood sugar testing schedule and assistance needed

4. Insulin administration supplies and back-up supplies for insulin pump users

- Provide written instructions about student's insulin requirements and assistance needed

5. Ketone testing supplies to check urine if needed

- Provide written instructions about when to check for ketones
- Provide written instructions about measures to take if ketones are present

6. Supplies and instructions about treating hypoglycemia and hyperglycemia

- Provide written instructions about how to manage student's low or high blood sugar levels
- Provide snacks, a source of fast sugar and a glucagon emergency kit if ordered by the health care provider
- Provide recent photo of student for emergency identification purposes
- Provide student with medic alert identification and encourage student to wear medic alert ID at school

7. A container or other appropriate means to ensure proper disposal of used diabetes supplies

8. Information about the student’s meal/snack schedule

- Work with the school to coordinate this schedule with that of another students to the safest extent possible
- Provide instructions for food during school parties and other activities
- Provide snacks that can be used to prevent or correct hypoglycemia
- Provide information about preferred foods and foods to avoid

9. Quick Reference Plan for student with diabetes

- Obtain a “Quick Reference Plan” from school and complete
- Return the completed plan to school nurse
- The completed Quick Reference Plan will be provided to other staff members on “as needed” basis

10. Information about diabetes and the performance of diabetes-related tasks

- Provide general diabetes information, as well as information specific to the student

11. Replacement supplies needed for diabetes care

- Check diabetes supplies and snacks on hand at school on a regular basis
- Provide additional supplies before existing ones run out

12. Information about changes in student’s health status or medical management

- Provide school staff with updates involving student’s condition or diabetes care as soon as possible
- A new diabetes care plan may have to be completed and filed depending on changes
- *A new diabetes care plan must be completed and filed before the start of each new school year to ensure that student receives appropriate diabetes care at school*

13. Note signed by student’s health care provider to obtain an excused absence for health care appointments

- Follow up with teacher(s) to obtain make-up assignments for excused absences
- Make sure that student completes missed work within the time frame allowed by school policy or that has been negotiated with teacher

Parent/Guardian Signature	Date:	School Nurse	Date received:

One copy to be kept by parent/guardian

One copy to be kept with student’s diabetes care plan