

ITASCA SCHOOL DISTRICT # 10
PROCEDURES FOR CARE OF STUDENTS WITH DIABETES

Itasca District 10 will facilitate the needs of students with diabetes who attend its schools. The district will not deny a student access to any school or school-related activities on the basis that a student has diabetes and will not restrict the assignment of a student with diabetes to a particular school on the basis that the school does not have a full time nurse. The district will comply with the requirements of the Individuals with Disabilities Education Improvement Act, Section 504 of the Rehabilitation Act of 1973 and the Care of Students with Diabetes Act and accordingly shall facilitate and implement the procedures which follow.

A. Definitions

- “Student with diabetes”: Diabetes is a serious chronic disease in which the pancreas does not make insulin, such as Type 1 diabetes, or the body cannot use insulin properly, such as Type 2 diabetes. Diabetes must be managed 24 hours a day, 7 days a week. For students with diabetes, this means careful monitoring of blood glucose levels throughout the school day and possibly administering multiple doses of insulin by injection or with an insulin pump to control their blood glucose and minimize complications.

Effective diabetes management is crucial:

for the immediate safety of students with diabetes
for the long-term health of students with diabetes
to ensure that students with diabetes are ready to learn and
participate fully in school activities
to minimize the possibility of diabetes-related emergencies

- “School nurse”: As an employee of the school district, the school nurse is the key school staff member who leads and coordinates the provision of health care services for a student with diabetes at school and at school-related activities.
- “Delegated Care Aide” means a district employee who has agreed to receive training in diabetes care and to assist students in implementing their Diabetes Care Plan and has entered into an agreement with a parent/guardian and the District.
- “Diabetes Care Plan” means documents that specify the diabetes-related services needed by a student at school and at school-sponsored activities and identifies the appropriate staff to provide and supervise these services.
- “Health care provider” means a physician licensed to practice medicine in all of its branches, advanced practice nurse who has a written agreement with a collaborating physician who authorizes the provision of diabetes care, or a physician assistant who has a written supervision agreement with a supervising physician who authorizes the provision of diabetes care.

- “Self-Management”: Many students with diabetes are capable of checking their blood glucose levels, calculating a carbohydrate-to-insulin ratio, and administering insulin independently. Allowing capable students to manage diabetes independently in school is consistent with the recommendations of pediatric endocrinologists and certified diabetes educators and other specialists.

B. Diabetes Care Plans for Students Seeking Assistance in a School Setting

1. Diabetes Medical Management Plan (DMMP):

A DMMP (*Attachment A*) is based on the medical care plan completed by the student’s health care team. It is the health care provider’s instructions concerning the student’s diabetes management at school, including a signed prescription and methods of insulin administration on a School Authorization Medication Form. (*Attachment B*) It is the responsibility of the student’s parent or guardian to share the health care provider’s instructions concerning the student’s diabetes management during the day.

Information in the DMMP may include:

- date of diagnosis
- current health status
- emergency contact information
- specific medical orders
- 72-hour disaster or emergency plan
- assessment of student’s self-care skills for performing diabetes care tasks
- list of diabetes equipment and supplies
- blood glucose monitoring requirements
- insulin, glucagon, and other medications to be given at school
- meal and snack plan
- physical activity requirements
- additional monitoring (e.g. for ketones)
- typical signs, symptoms, and prescribed treatment for hypoglycemia
- typical signs, symptoms, and prescribed treatment for hyperglycemia

2. Diabetic Information Sheet

The school nurse will coordinate the Diabetic Information Sheet based on the student’s DMMP, physician’s orders, 504 Plan and Diabetes Care Plan. This sheet will contain emergency contact names and phone numbers (*Attachment C*). The Diabetic Information Sheet will be placed with the medication and diabetic supplies, and accessible to pertinent staff members who have responsibility for the student with diabetes during the school day and during school-sponsored activities.

3. 504 Plan:

For those students with diabetes who are in need of a 504 Plan and/or IEP for reasons other than or in addition to the student's diabetes, the DMMP, physician's orders and the Diabetes Care Plan shall serve as sources of information to guide school personnel in addressing the needs of the student based on his/her diabetes in the school setting.

4. Diabetes Care Plan

Based on the Diabetes Medical Management Plan (DMMP) the school nurse will develop a Diabetes Care Plan (*Attachment D*). This is a written plan developed by the school nurse in collaboration with the student's personal diabetes health care team and the family to implement the student's DMMP. The Diabetes Care Plan is based on the medical orders in the student's DMMP and incorporates an assessment of the school environment as well as student-specific information.

Information in the Diabetes Care Plan may include:

- plan for maintaining the student's blood glucose within the target range specified in the DMMP
- supplies needed and where they will be kept
- need for free access to the restroom and water
- nutritional needs, including provisions for meals and snacks
- participation in school-sponsored activities and field trips with coverage provided by trained personnel, if needed
- guidelines for communicating with the family and the student's personal diabetes health care team
- trained diabetes personnel
- plan and timeline for training and supervising trained diabetes personnel if needed
- plan and timeline to train other school personnel (e.g., teachers, physical education instructors, food service, and transportation personnel)
- timeframe for ongoing review of student outcomes
- strategies to ensure the student avoids inappropriate penalties for health care appointments and to provide accommodations during the school day
- plan for the student who independently manages diabetes at school
- maintenance of confidentiality and the student's right to privacy
- identify and implement gym class modifications

C. Transportation of Student with Diabetes:

A Diabetic Information Sheet shall be provided to any school employee or bus company employee who transports a student for school-sponsored activities.

The information sheet should include the following:

- identification of the student with diabetes
- an explanation of potential emergencies that may occur as a result of the student's diabetes
- the appropriate responses to such emergencies
- emergency contacts

D. Lunch Programs

All purchased lunch meals offered through the district will have carbohydrate/insulin ratios monitored by the nurse and when necessary, communicated to parent(s) so as to assure correct insulin administration.

Diabetic students that receive a free lunch will have the carbohydrate count calculated by the company providing the meals. The nurse will recheck the amount of carbohydrates consumed prior to insulin administration.

E. Training

1. General Training: Whenever a student is attending one of Itasca District 10 schools, all employees in that building should annually receive training on the basics of diabetes care, including how to identify when a student with diabetes needs immediate or emergency medical attention, and whom to contact in the case of an emergency.
2. Training for Implementation of the Diabetes Care Plan: Training as necessary and appropriate to implement the Diabetes Care Plan will be completed promptly after receipt of the plan and, as necessary, promptly after a change to the plan.
 - Level 1 training is for all school personnel and includes the following:
 - an overview of diabetes;
 - how to recognize and respond to hypoglycemia and hyperglycemia; and
 - who to contact for help in an emergency
3. Level 2 Training: Level 2 training will be completed by a diabetic educator, physician or advance practice nurse.
 - Level 2 training builds on Level 1 and is designed for school personnel who have responsibility for the students with diabetes throughout the day
 - contains content from Level 1 with specific instructions for what to do in case of an emergency;

- roles and responsibilities of individual staff members;
- expanded overview of diabetes (types of diabetes, the role of blood glucose monitoring, the importance of balancing insulin/medication with physical activity and nutrition, as well as how it is done);
- procedures and brief overview of the operation of devices (or equipment) commonly used by students with diabetes;
- impact of hypoglycemia or hyperglycemia on behavior, learning, and other activities;
- the student's IEP, 504 Plan, if appropriate;
- how to activate emergency medical services in case of a diabetic emergency;
- tips and planning needed for the classroom and for special events; and
- overview of the legal right of a student with diabetes in the school setting

F. Authorization, Release, and Acknowledgement

Parents/guardians will be asked to sign the following: *Authorization to Provide Diabetes Care, Release of Health Care Information, and Acknowledgement of Responsibilities* (attachment F).

Itasca District 10

Authorization to Provide Diabetes Care, Release of Health Care Information, and Acknowledgement of Responsibilities

As provided by the Care of Students with Diabetes Act, I hereby authorize Itasca School District and its employees, as well as any and all Delegated Care Aides named in the Diabetes Care Plan or later designated by the District, to provide diabetes care to my child, _____, consistent with the Diabetes Care Plan. I authorize the performance of all duties necessary to assist my child with management of his/her diabetes during school.

I acknowledge that it is my responsibility to ensure that the Itasca School District 10 is provided with the most up- to-date and complete information regarding my child's diabetes and treatment. Therefore, I consent to the release of information about my child's diabetes and treatment by my child's health care provider(s), _____, to representatives of Itasca School District 10. I further authorize Itasca School District 10 representatives to communicate directly with the health care provider(s).

I also understand that the information in the Diabetes Care Plan will be released to appropriate school employees and officials who have responsibility for or contact with my child, _____, and who may need to know this information to maintain my child's health and safety.

Pursuant to Section 45 of the Care of Students with Diabetes Act, I acknowledge that School District 10 and district employees are not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes.

Parent's Signature*: _____ Date: _____

*Failure of Parent(s) to execute this document does not affect the civil immunity afforded the District and school employees by Section 45 of the Care of Students with Diabetes Act for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes, or any other immunities or defenses to which the District and its employees are otherwise entitled.