

Accommodating Students with Diabetes

1. Individual Health Care Plan (IHCP)

All students known to have diabetes must have an IHCP in place at school. The plan must be distributed to appropriate staff, and must include the following information:

- a. Provision for the storage of medical equipment and medication provided by the parent;
- b. Provisions for the student to perform tests and treatments anywhere on school grounds including in the classroom and at school-sponsored events, to have easy access to necessary supplies and equipment, and to carry necessary supplies on his or her person.
- c. A description of the student's school day schedule for the timing of meals, snacks, blood sugar testing, insulin injections, and related activities;
- d. An individualized emergency care plan that plans for both a health emergency for the student and a school emergency such as an earthquake;
- e. Legal documents allowing a parent-designated adult to provide care, if the parent has designated such a person
- f. Any parent request and instructions, as well as orders from a licensed health care professionals.

The Registered Nurse will:

- a. Mail a letter of information to the parents of students with diabetes prior to beginning of year
- b. Set a time to meet with family prior to first day of school

The student must have the following on file prior to the first day of school:

- a. Parent (and student when appropriate) signed Release of Information to access information from the student's primary care provider to secure orders for monitoring and treatment at school.
- b. Complete an Individual Health Care Plan: Managing Diabetes in School
- c. Complete a Request to Administer Medication form as needed
- d. Completed parent permission form for Parent Designated Adult

2. Food and Drink

Students with diabetes must be allowed to eat and drink whenever and wherever necessary, including on the bus or in other areas where food and drink are generally prohibited. Student with diabetes must have unrestricted access to water and bathroom use. Food or water shall never be withheld as a disciplinary action or because of nonpayment of fees.

3. Parent-Designated Adult (PDA)

A PDA is a volunteer who may be a school district employee who receives additional training from a health care professional or expert in diabetic care selected by the parents, and who provides care for the student consistent with the student's IHCP.

To be eligible to be a PDA, a school employee who is not a licensed nurse must file a voluntary written letter of intent with the registered nurse. The letter must be dated and shall be valid for not longer than one year. An employee who is not a licensed nurse and who wants to act as a PDA must file a valid letter of intent each year. If an employee refuses to file such a letter, they shall not be subject to reprisal or disciplinary action. No employee may be coerced into filling such a letter. PDAs must receive training as indicated below

A non-employee may become a PDA by filling a letter of intent with the registered nurse and by completing the non-school employee training as outlined below.

The Registered Nurse is not responsible for the supervision of the PDA for procedures that are authorized by the parents.

The following forms must be completed prior to the student attending school:

- a. Completed parent permission form for Parent Designated Adult (PDA) (Designation of Parent-Designated Adult)
- b. Written letter of intent on file with Registered Nurse.

4. Training-School Employees

In-service Training

In schools attended by diabetic students, all school employees must undergo an in-service training on symptoms, treatments, and monitoring of students with diabetes and on the additional observations that may be needed in different situations that may arise during the school day and during school sponsored events.

Specific Training

All school employees who have responsibility for diabetic students must complete training in proper procedures for care of students with diabetes. The Registered Nurse will offer such training. Such training must include:

- a. information on specific student's IHCP
- b. symptoms of diabetes

- c. treatment of diabetes
- d. monitoring of students with diabetes

5. Training-PDAs

PDAs who are school employees must undergo both the in-service and the Specific trainings as outlined above. PDAs who are not school employees must show evidence of comparable training. Additionally all PDAs must receive training from a health care professional or expert in diabetic care selected by the parents. This additional training is required to allow the PDA to provide the additional care the parents have authorized the PDA to provide

The following form must be on file before the PDA can provide care:

- a. Documentation of additional training by appropriate professional (Voluntary Parent Designation Adult Notice of Intent – Non-School Employee)
- Or
- b. Documentation of additional training by appropriate professional (Voluntary Parent Designated Adult Notice of Intent - School Employee)
 - c. Information that the Parent Designated Adult has been trained as to the Individual healthcare Plan for the student.

6. Indemnity

State law provides that a school district, school district employee, agent, or PDA who, is acting in good faith and in substantial compliance with the student’s IHCP and the instructions of the student’s licensed health care professional, provides assistance or services under RCW.210.330 shall not be liable in any criminal action or for civil damages in his or her individual or marital or governmental or corporate or other capacities as a result of the services provided under this law.

Reference: RCW 28A.210.330-.350

Cross Reference: Diabetes Policy
Medication at School Policy
Life-Threatening Conditions Policy
Life-Threatening Conditions Procedure

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