

## Care of Students with Diabetes Act Procedure

In accordance with the Illinois *Care of Students with Diabetes Act*, 105 ILCS 145/1 *et seq.*, Community High School District 155 provides for the management and care of students with diabetes who attend its schools. This Act specifies that a parent/guardian must provide the student's school with a Diabetes Care Plan detailing the healthcare provider's instructions for managing the student's diabetes care at school, including orders, emergency care, medications, and methods for administering those medications. The services and accommodations specified in a Diabetes Care Plan shall be reasonable and reflect the current standard of diabetes care. The Act authorizes a Delegated Care Aide to provide services in accordance with the student's Diabetes Care Plan.

**Purpose:** To ensure care of students with diabetes, as well as appropriate training of all school employees and the Delegated Care Aides who assist students with diabetes management in accordance with their Diabetes Care Plan.

### **Definitions:**

**Delegated Care Aide:** a school employee who has agreed to receive training in diabetes care and assist students in implementing his or her Diabetes Care Plan and has entered into an agreement with a parent or guardian and the school district.

**School employee:** a person who is employed by a public school district, a person who is employed by a local health department and assigned to a school, or a person who contracts with a school or school district to perform services in connection with a student's Diabetes Care Plan.

**Diabetes Care Plan:** a document that specifies 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. A Diabetes Care Plan shall include: (1) the signed prescription and methods for insulin administration; (2) procedures regarding when a Delegated Care Aide shall consult with the parent or guardian, school nurse, where available, or health care provider to confirm that an insulin dosage is appropriate; (3) a uniform record of the glucometer readings and insulin administered by the school nurse or Delegated Care Aide during the school day using a standardized format provided by the Illinois State Board of Education (ISBE); (4) appropriate safeguards to ensure that syringes and lancets are disposed of properly; and (5) requirements for diet, glucose testing, insulin administration, and treatment for hypoglycemia, hyperglycemia, and emergency situations.

### **Procedure:**

- A. Receive a Diabetes Care Plan from a student's parent/guardian at the beginning of school year, upon enrollment, as soon as possible after a new diagnosis, or when a student's needs change during the school year.
- B. Activate the 504 team for either initial evaluation of the student or revision to the student's current 504 plan. A Diabetes Care Plan must be signed by the student's parent/guardian and serves as the basis for the student's 504 plan.
- C. Complete a written agreement between parents and District authorizing use of Delegated Care Aide for the student's diabetes management in accordance with the student's Diabetes Care Plan. See form *Authorization to Provide Diabetes Care by a Delegated Care Aide, Acknowledgement of Responsibilities, and Release of Health Care Information*.
- D. Schedule Employee Training:
  - **All Employees:** In schools that have a student with diabetes, all school employees shall receive training in the basics of diabetes care, how to identify when a student with diabetes needs immediate or emergency medical attention, and whom to contact in the case of an emergency during regular in-service training under Section 3-11 of the School Code (105 ILCS 5/3-11).
  - **Delegated Care Aides:** Initial training of a Delegated Care Aide shall be provided by a licensed health care provider with expertise in diabetes or a certified diabetic educator and individualized by a student's parent or guardian. Training must be consistent with the guidelines provided by the U.S. Department of Health and Human Services in the guide for school personnel entitled "Helping the Student with Diabetes Succeed". The training shall be updated when the Diabetes Care Plan is changed and updated at least annually.

Delegated Care Aides shall be trained to perform the tasks necessary to assist a student with diabetes in accordance with his or her Diabetes Care Plan, including training to do the following:

1. Check blood glucose and record results;
  2. Recognize and respond to the symptoms of hypoglycemia and hyperglycemia according to the Diabetes Care Plan;
  3. Estimate the number of carbohydrates in a snack or lunch;
  4. Administer insulin according to the student's Diabetes Care Plan and keep a record of the amount administered; and
  5. Respond in an emergency, including how to administer glucagon and call 911.
- E. Allow students to self-manage their diabetes provided that the student is authorized according to his or her Diabetes Care Plan. Self-management by a student includes: (1) checking blood glucose when and wherever needed; (2) administering insulin with the insulin delivery system used by the student; (3) treating hypoglycemia and hyperglycemia and otherwise attending to the care and management of his or her diabetes in the classroom, in any area of the school and school grounds, and at any school-related activity or event in accordance with the Diabetes Care Plan; and (4) possessing on his or her person at all times, the supplies and equipment necessary to monitor and treat diabetes, including, but not limited to, glucometers, lancets, test strips, insulin, syringes, insulin pens and needle tips, insulin pumps, infusion sets, alcohol swabs, a glucagon injection kit, glucose tablets, and food and drink, in accordance with the Diabetes Care Plan.
- F. Provide an information sheet to any school employee who transports a student with diabetes to any school-sponsored activity. It shall identify the student with diabetes, identify potential emergencies that may occur as a result of the student's diabetes and the appropriate responses to such emergencies, and provide emergency contact information.
- G. Complete a uniform record of glucometer readings and insulin administered by the school nurse or Delegated Care Aide during the school day using a standardized format provided by ISBE. See form *Insulin Administration Chart* from the ISBE School Nursing Website.