

The health, safety, and educational progress of a student with diabetes depend on cooperation and collaboration between the family and school staff members. Assignment of tasks must take into consideration federal, state, and local laws, and District policies, procedures, and guidelines.

ACTIONS

The following actions are based on steps that school personnel, parents, and students should take to ensure effective diabetes self-management in the school setting.

SCHOOL DISTRICT
ADMINISTRATION

- Provide leadership in developing District policy that supports and implements federal and state laws that apply to students with diabetes.
- Support the implementation and monitoring of District policy.
- Arrange for training of school personnel and ongoing monitoring of diabetes personnel.
- Allocate sufficient resources to manage students with diabetes.

PRINCIPAL,
SCHOOL
ADMINISTRATOR,
OR DESIGNEE

- Participate in developing and implementing District policy related to diabetes management at school.
- Develop and implement a system to inform health services personnel of the pending enrollment of a student with diabetes and identify all staff members who will have responsibility for the student.
- Promote a supportive learning environment for students with diabetes.
- Identify and designate unlicensed personnel on campus to receive training and serve as diabetes care assistants.
- Arrange for diabetes management training and ensure participation for school nurse, unlicensed diabetes care assistants (UDCA), and staff members with responsibility for students with diabetes.
- Work with staff members to ensure implementation of student's diabetes management and treatment plan (DMTP); alert substitute personnel to the needs and emergency procedures for students with diabetes.
- Support and facilitate:
 - Confidentiality of information and the student's right to privacy.
 - Diabetes awareness for school personnel.

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CARE PLANS

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- Emergency protocols.
 - Federal and state laws and District guidelines as they apply to the student with diabetes.
- SCHOOL NURSE
- Obtain and review student's current DMTP as provided by a physician.
 - Attend and participate in initial discussion on implementing the DMTP, involving the student, family, and school personnel.
 - Monitor compliance with these plans, conduct ongoing, periodic assessments with student and update care plans as needed.
 - Maintain accurate documentation of contacts/communication with student, family, student's health care provider and school personnel.
 - Maintain accurate documentation regarding the training, monitoring, and updating of information of unlicensed diabetes care assistant (UDCA).
 - Act as liaison between the school and the student's health care provider and family; communicate to parents/guardians any concerns regarding student's diabetes management, treatment, or health.
 - Provide guidelines for daily care, emergency response, and the care and monitoring of student's medical supplies necessary for diabetes care tasks.
 - Perform or oversee routine and emergency diabetes care tasks as outlined in student's DMTP and maintain or support accurate documentation of care.
 - Practice universal precautions and infection control procedures in all student encounters.
 - Promote and encourage independence and self-care consistent with student's ability, skill, maturity, and understanding; act as advocate for the student to meet diabetes health care needs.
 - Provide education and act as a resource to school personnel who have responsibility for the self-managing diabetic student.
 - Be knowledgeable regarding current federal, state, and District regulations that pertain to managing diabetes at school.

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UNLICENSED
DIABETES CARE
ASSISTANT

- Attend and participate in training provided at the District level for UDCAs and successfully pass written and skills testing following the training.
- Attend meetings with other school personnel and with student and family to review DMTP, emergency response plan, IEP, or 504 plan.
- Perform or oversee routine and emergency diabetes care tasks as outlined in student's DMTP and maintain or support accurate documentation of care.
- Practice universal precautions and infection control procedures in all student encounters.
- Communicate directly and regularly with the school nurse and consult with appropriate members of student's school health team when questions arise or the student's status changes.
- Respect the student's confidentiality and right to privacy.
- Be available to support student in self-management care tasks as needed during regular school hours or at extracurricular events and on study trips off campus according to documentation in the DMTP.
- Provide support and encouragement to student and family.

TEACHER, COACH,
AND PHYSICAL
EDUCATION
INSTRUCTOR

- Attend meetings with other school personnel and with student and family to review the DMTP, emergency response plan, IEP, or 504 plan.
- Work with school health team to implement written care plans and provide classroom accommodations for the student, if indicated, including a supportive environment where the student may perform self-care tasks with a level of comfort, convenience, and privacy.
- Recognize that a change in a student's behavior could be a symptom of blood glucose changes. Be prepared to respond appropriately to such changes in accordance with student's DMTP.
- Encourage the student to have medical and personal supplies readily accessible and to test, treat, and record low blood glucose (hypoglycemia) as needed according to DMTP.
- Provide information for substitute teachers that communicates the day-to-day needs of the diabetes self-managing student.
- Notify student and parents/guardians in advance of changes in the school schedule or special events.

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FOOD SERVICE
MANAGER,
LUNCHROOM
STAFF, OR
LUNCHROOM
MONITOR

- Learn about diabetes; consult and communicate with school nurse and the UDCA regarding any observations or concerns about student.
- Respect the student's confidentiality and right to privacy, treating the student with diabetes as other students, except to meet a medical need.
- Learn about the various kinds of diabetes meal and snack plans—know which type of meal plan the student follows.
- Recognize that eating meals and snacks on time is a critical component of diabetes management—ensure that the student has timely access to food and sufficient time to finish.
- If the DMTP includes a written meal plan, obtain a copy and keep it in a secure, accessible place.
- Provide a lunch menu and schedule in advance to the student and parents/guardian.
- Recognize that a change in a student's behavior could be a symptom of blood glucose changes. Be prepared to respond appropriately to such changes in accordance with the student's DMTP.
- Learn about diabetes; consult and communicate with school nurse or UDCA regarding any observations or concerns about student.
- Respect student's confidentiality and right to privacy, treating the student with diabetes as other students, except to meet medical needs.

TRANSPORTATION
PERSONNEL – BUS
DRIVER

- At the beginning of the school year, identify any students on the bus who have diabetes.
- Obtain a copy of the completed transportation plan with emergency preparedness for a student with diabetes. Maintain on the bus in a known location and become familiar with the transportation plan information and emergency precautions and actions.
- Obtain a copy of the quick reference to diabetes emergency care and post it on the bus.
- Recognize that a change in student's behavior could be a symptom of blood glucose changes. Be prepared to respond appropriately to such changes in accordance with student's DMTP.

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- Allow the student to eat snack on the bus if needed and to keep supplies readily accessible to test and treat low blood glucose as needed.
 - Learn about diabetes; consult and communicate with the school nurse or the UDCA regarding any observations or concerns about the student.
 - Respect the student's confidentiality and right to privacy, treating the student with diabetes as other students, except to meet medical needs.
- SCHOOL COUNSELOR, SCHOOL PSYCHOLOGIST, SOCIAL WORKER, OR ANY SUPPORT PERSONNEL
- Work with school staff to promote a supportive learning environment.
 - Respect the student's confidentiality and right to privacy to ensure that the student with diabetes is treated the same as students without diabetes, except to respond to medical needs.
 - Be aware of and be prepared to respond to the emotional needs of the students, recognizing that some may rebel by discontinuing all or part of their medical regimen.
 - Promote and encourage independence and self-care within the parameters of the DMTP.
 - Learn about diabetes; consult and communicate with the school nurse and the UDCA regarding any observations or concerns about the student.
- PARENTS OR GUARDIANS
- Inform school personnel that the child has diabetes when the student enrolls or is newly diagnosed with the disease.
 - Provide accurate and current emergency contact information.
 - Provide the signed diabetes management and treatment plan (DMTP) to the school nurse or member of the school health team.
 - Attend and participate in the initial and annual meetings of the school team assigned to implement the student's DMTP, other educational plans (if necessary) and any medical or educational accommodations.
 - Permit sharing of medical information between the school and the student's health care provider that is deemed necessary for the student's safety.
 - Inform school staff of any changes in the student's health status or daily medical care.

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STUDENT WITH
DIABETES

- Provide and maintain all supplies and equipment necessary for implementing the student's DMTP. Replenish supplies as needed.
- Provide and maintain in the Health Room additional supplies and equipment necessary to accommodate the student's needs in case of loss or emergency.
- Review District guidelines with the student and ensure understanding and compliance.
- Understand federal, state, and local laws and District guidelines that address the school's responsibilities to students with diabetes.
- Participate in school meeting to discuss the diabetes management and treatment plan (DMTP).
- Always wear a medical alert ID and carry a fast-acting source of glucose.
- Follow meal and snack plan using appropriate forms of carbohydrates as identified in the DMTP.
- Tell a teacher or school staff if the student feels symptoms of low or high blood glucose, especially if the student needs help.
- Test and treat symptoms in class in accordance with the DMTP and in the least disruptive manner possible.
- Properly store, carry, and maintain medical equipment and supplies in the student's direct possession at all times. Do not leave supplies in a personal locker or desk.
- Carry and properly use a personal sharps disposal container in a safe manner so other students and school staff are not exposed to sharps or blood.
- Do not share equipment, supplies, or snacks with other students.
- Report missing, stolen, or damaged equipment or supplies to school personnel immediately.