

Diabetes Packet

New forms must be completed annually.

Please Note

- A Diabetic Medical Management Plan (DMMP) must be completed by your child's diabetes healthcare provider annually and submitted before the first day of school.
- We accept your child's diabetes healthcare provider office's DMMP or the model from the American Diabetes Association (included in packet).
- A medication request form must be completed by your physician for any rescue or daily medications to be given during the school day.
- Signed Authorization of Release of HealthCare Information is required.

Dear Parent/Guardian:

Evanston/Skokie School District 65 addresses the needs of students with diabetes who attend its schools. Your student has been identified as a child with diabetes attending a school within School District 65, and your child's health needs are important to us. Managing diabetes in the school setting requires parents and health office staff to work closely together. District 65 health office personnel will assist in ensuring that staff working with your student have the training and information they need to keep them safe throughout the school day.

District 65 requires students with a diagnosis of diabetes to provide a current Diabetes Medical Management Plan (DMMP) completed by the child's diabetes care provider annually. Parents/guardians are responsible for communicating changes to your child's plan as necessary. These forms are required before the first day of school to allow the health office personnel time to review and address any questions or special considerations. Parents/guardians are responsible for providing all medication, supplies and equipment needed. Additional information that your child's diabetic healthcare provider chooses to share is useful and will be incorporated as we develop a 504 plan and emergency action plan. A meeting with you and school staff will be scheduled at the start of the school year. In order for the health services team to properly care for your student, we ask that you review the enclosed information.

Please feel free to contact us with questions or concerns.

Jeanne McCullough, MSN, RN, PEL-CSN
Director of Health Services
Evanston/Skokie School District 65

Diabetic Medical Management Plan

A Diabetic Medical Management Plan (DMMP) is an individualized care plan for a child diagnosed with diabetes while at school. Parents/guardians, diabetes health care providers, and school nurses all have roles in the completion and implementation of DMMPs for each student with diabetes. The parent/guardian must provide a completed and signed DMMP to their child's school nurse or designee to implement and carry out the DMMP. The DMMP should explain all the necessary elements of care and assistance needed at school. The form should be updated annually and whenever the child's regimen, level of self-management, or school circumstances change.

Your child's diabetes healthcare provider may have their own form for completion. In the event the provider does not have one available, the American Diabetes Association (ADA) offers a fillable form for diabetes healthcare provider completion as necessary [ADA DMMP](#).

Undesignated Glucagon

Evanston/Skokie School District has implemented a policy to maintain a supply of undesignated glucagon in the name of the District and in accordance with manufacturer's instructions under the Care of Students with Diabetes Act. 105 ILCS 145/27. When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's DMMP. Authorization by the parent/guardian is required and will be discussed at your child's 504 meeting.

Medication Request Form

When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take prescription and/or over-the-counter medication during school hours and/or for emergency care, a request for the school to administer the medication to the student, or for the student to self-administer medication must be submitted. No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed [Medication Authorization Form](#) is received. Medication Authorization Forms must be signed by a healthcare provider as well as the parent/guardian and submitted to the school health office. This form is valid for the current school year and must be renewed annually at the beginning of each school year.

[Medication Authorization Form](#)

[Student Medication Information](#)

Release of HealthCare Information

The Authorization To Release / Exchange Confidential Information form allows a parent/guardian to give authorization to a school designee access to their child's health records and allows for healthcare providers to share health information if requested by the designee.

[Release of Information \(ROI\)](#)

Diabetes Supplies Needed for School:

- Completed Diabetes Medical Management Plan (Annually)*
- Blood Glucose Monitoring Equipment** for Student to Carry and Extra for Clinic
- Test Strips
- Lancets
- Insulin with Syringe/Insulin Pen
- Alcohol Swabs
- Pump Supplies*** (tubing, batteries, etc)
- Glucose Tablets
- Fast Acting Glucose Source/Simple Carbohydrates (fruit snacks, juice, etc.)
- Complex Carbohydrates, 15g (crackers, pretzels, etc.)
- Urine Ketone Strips
- Glucagon Emergency Kit
- Water Bottle to be Kept at School

*The parent is responsible for notifying health office personnel of any changes in the medical management plan throughout the school year.

**Even if a student has a continuous glucose monitor, they must supply a manual glucometer.

*** If a student is on a pump, they must still provide back-up supplies in the event the pump malfunctions.