



Student's Name _____ Date of Birth _____
School _____ Grade _____ Date _____

Parent/Guardian Responsibilities for Diabetic Care

The parent/guardian will notify the school of need for medical plan and will work with student's doctor and school staff in preparing the Diabetes Care Plan.

The parent/guardian will provide the school with all of the following:

1. Diabetes Care Plan:

- Work with physician and public health school nurse to complete consents and forms with necessary information to care for your student at school. This includes, but not limited to the diabetic care plan, consents and medication orders.
- Without these completed forms returned to the public health school nurse, the parent/guardian or 911 responders (in case of emergency) will have to be responsible for diabetic care.
- Parent will be responsible to provide student's diabetic care until school staff is adequately trained in required procedures.
- Parent will provide school nurse with all updates involving the student's condition and diabetes care.
- All changes to insulin dose, based on physician's instructions, must be submitted in writing.
- A new Diabetes Care plan must be completed and filed before start of each new school year to ensure that student receives appropriate diabetes care at school.

2. Emergency Phone Numbers:

- Parent/Guardian will provide school staff with names and phone numbers of who to contact for questions related to routine care or emergencies.
- All contact information must be updated as changes occur.
- Parents are expected to be available for all diabetic concerns.

3. Diabetic Supplies for School:

- Blood Sugar Testing – parent/guardian is responsible for maintenance of blood sugar monitor (i.e. cleaning and performing controlled testing per the manufacturer's instructions).
- Insulin Administration – as ordered by student's doctor and back up supplies.
- Ketone Testing – as ordered by student's doctor.
- Treating Low Blood Sugar (Hypoglycemia – fast sugar, snacks, and Glucagon emergency kit, as ordered by doctor.
- Parent is responsible for providing additional supplies before existing ones run out.

4. Give Information about the Student's Meal/Snack Schedule:

- Work with the school to coordinate this schedule with that of other student's to the safest extent possible.
- Provide instructions for food during school parties and other activities.

5. Provide note signed by student's health care provider to obtain an excused absence for medical appointments.

- Follow up with teacher(s) to obtain make-up assignments for excused absences.
- Make sure that student completes missed work within the time frame allowed by school policy or as negotiated with teacher.

6. Be sure that your student wears some form of medical alert identification at all times.

7. Reinforce student's responsibility for proper disposal of used diabetes supplies.

Student to dispose of all used sharps in containers.

Student is responsible for not sharing diabetic supplies.

Parent/Guardian (sign here)

Date

School Nurse, Teacher, or Administrator

Date Received

Signed copy to: Parent/Guardian, Public Health School Nurse, School Diabetic Care Provider and Principal

Diabetes Care Parent Responsibilities 06/2014 Reviewed 7/2017