

DIABETIC BOOK

How to set up a diabetic book

All books must be set up the same

1. Inside cover- Parental Diabetic Supply Checklist for School form.
2. The Spine- Student's initials and Student ID number.
3. This form will be the first form found in the Diabetic Binder on the right-hand side (with 3 holes punched in it).
4. ☐ Tab 1 Labeled HEALTH CARE PLAN. Put the Emergency Action Plan first, then the HCP.
 - Did you distribute your EAP to all staff, cafeteria, & admin and indicate that on the HCP?
 - Did you send HCP home for signature? After sending home for signature, write "sent home for signature" on the signature line and date. Scan into Focus. Replace when signature copy comes back.
 - Has your HCP and EAP been scanned into Focus, and the Health Care Plan box in Focus checked?
 - Has a copy of your HCP and EAP been put in your Care Plans book?
 - Have you completed diabetic student specific training with the health tech and backups? Scan skills check-offs into Focus in the "Student Specific Training/Skills Check Off" section, on the Medical tab.
 - Has parent selected carb ratio and correction factor? Is it written on the Parent/Guardian Request for Insulin Adjustment form and signed by the parent? Has it been scanned into Focus?
5. ☐ Tab 2 Labeled WAIVER. If student has a waiver place it here. If not, section will be empty but tab will remain.
6. ☐ Tab 3 Labeled GLUCOSE MONITORING LOG. In one sleeve, on the left side, place the Parent/Guardian Request for Insulin Adjustment form facing out and the Dr.'s orders facing in. The other side will have the Blood Glucose Monitoring form.
 - Are your orders signed/dated by the parent and physician?
 - Are they on the current school year form and are the correct set of orders (says "PUMP" at top if student is on pump)?
 - Orders should be scanned into focus as they are received.
7. ☐ Tab 4 Labeled PUMP SMR. On the left side you will replicate the Insulin Adjustment & orders in one sleeve. The right side will have the SMR for Insulin Admin with a PUMP form.
8. ☐ Tab 5 Labeled PEN SMR. On the left side, replicate the Insulin Adjustment & orders in one sleeve. The right side will have the SMR for Insulin Admin with a PEN form.
9. ☐ Tab 6 Labeled EMERGENCY MEDICATION. Left side will be DOM, the right side will be the Yearly SMR form.
10. ☐ Tab 7 Labeled INSULIN CHECK IN. This section will only be the DOM.
11. ☐ Tab 8 Labeled CLINIC NOTES. Place a blank Clinic Treatment Notes form in this section.
12. ☐ Tab 9 Labeled REFERENCE MATERIAL. Insulin Dose Rounding, Hypoglycemia and Hyperglycemia information, carb counts if you print the weekly menu.