Health Services Guidelines for Management of Students with Diabetes

1. School nurse is notified/becomes aware that a student with diabetes will be attending school.

2. School nurse contacts the parent/legal guardian of the student with diabetes to:
   - determine the type and level of care that the parent is seeking for their student at school
   - discuss current health status and management of diabetes care at home
   - discuss the supplies/equipment that the parent will be required to provide to allow enrollment
   - discuss the training and role of the UDCA (Unlicensed Diabetic Care Assistant) and obtain signed authorization for this supportive care

3. Parent provides a physician’s written authorization for healthcare services and parent’s written consent which is the “Diabetes Management and Treatment Plan” which identifies the health care services to be received at school. This authorization is essential in order to begin services and is to be renewed annually.

4. School nurse collaborates with the parent/student/teacher/physician to develop details of the “Individualized Health Plan” (IHP), using the format provided by AISD. This plan should include:
   - Physician/Parent written authorization (refer to guideline 3)
   - Potential medically related accommodations
   - Protocol for obtaining emergency help in the nurse’s absence (EMS/parent)
   - Protocol to follow in emergencies:
     - for the trained UDCA (Quick Reference Emergency Plan – Level III (UDCA)),
     - for the untrained school personnel with a “need to know” (Quick Reference Emergency Plan- Level II- need to know),
     - for the Transportation/Bus Driver (Quick Reference Emergency Plan- Level I-transportation/bus driver),
   - Location of diabetic and emergency supplies
   - Procedures for daily management and for all school-related activities
   - Training of school personnel (refer to guideline 6)
   - Protocol to follow in case of pump failure (if applicable)

5. The school nurse will refer the student to the SAT Team to determine 504 eligibility and/or evaluation for Special Education.

6. School nurse provides/coordinates education and training for school personnel. Training Levels:
   a) **Level I** – This includes the district wide education and training to all school personnel on every campus annually.
b) **Level II – Need to Know** – This includes Level I training and providing the student’s IHP, including the Diabetes Management and Treatment Plan and Quick Reference Emergency Plan – Level II to all employees who are associated with the student but are not Level III trained.

c) **Level III a – Knowledge and skills training with written test and practicum**  This level of training is provided to at least one specific AISD employee that has been designated by the principal to serve as the UDCA on his/her campus. The training may be provided to the principal, assistant principal, office staff, coach, trainer, teacher(s) of the student(s) with diabetes. This training includes the basic care that will be provided to the identified student(s) with diabetes either by the campus nurse or by a UDCA when the nurse is not on the campus, or on all field trips, extra curricular activities and/or school sponsored off-campus activities.

- This training will address nutrition, exercise, blood glucose testing, ketone testing and administration of glucose gel, glucagon and insulin.
- This training will use the *Diabetic Care Provider Training, A Level IIIa Course* PowerPoint presentation.
- Documentation is to be kept of this specific training using the Level IIIa Training Check-off sheets
- A schedule for retraining will be established

d) **Level IIIb Training** – This includes the training for Level IIIa trained school personnel who have direct contact with the student(s) with diabetes.

- Review of individual student’s IHP and diabetic supplies to address the specific procedures and protocols that have been developed.
- Documentation is kept on Level IIIb Diabetic Training Check-off sheets.