

Student's Name _____ ID # _____ DOB _____

School _____ Grade _____ Homeroom Teacher _____

Effective Dates for Plan: ____/____/____ to ____/____/____ Bus # / Transportation _____

Diabetes Care Plan

Parent/Guardian Responsibilities

Instructions: Give to parent/guardian to read and sign. One signed copy to be kept by parent and one kept with student's diabetes care plan.

The parent/guardian will provide the school with a written request for a Diabetes Care Plan and will work with student's health care provider and school personnel in preparing the Diabetes Care Plan. The parent/guardian will provide the school with the following materials, equipment, and information needed for student's diabetes care:

1. Diabetes Care Plan

- Provide a written request for a diabetes care plan for your child. (Using the "Diabetes Care Plan Request" form available from your child's school will speed up the implementation of the diabetes care plan.)
- Obtain a blank "Diabetes Care Plan" and work with health care provider and school personnel to complete the form with the information needed to take care of your child's diabetes at school. A new plan must be filed each school year.
- Obtain signatures needed for the diabetes care plan.
- Obtain "Medication Authorization" and "Authorization for Self Medication by Students" forms from school for completion by student's health care provider.
- Return the completed plan and medication authorizations as soon as possible. Without these documents, school personnel will be limited in the help that they can provide. The student, parent/guardian, or 911 responders (in the event of an emergency) may have to assume responsibility for diabetes care until these documents are signed and returned to the school and the diabetes care plan can be implemented.
- Provide school with diabetes supplies and snacks needed for student's care.

2. Emergency phone numbers for the parent/guardian and student's diabetes care team

- Provide school staff with names and phone numbers of appropriate individuals to contact for routine care and emergencies.

3. Blood sugar testing supplies

- Parent/guardian is responsible for the maintenance of the blood sugar testing equipment (i.e., cleaning and performing controlled testing per the manufacturer's instructions).
- Provide written instructions about student's blood sugar testing schedule and assistance needed.

4. Insulin administration supplies and backup supplies for insulin pump users, if needed

- Provide written instructions about student's insulin requirements and assistance needed.

5. Ketone testing supplies to check blood or urine, if needed

- Provide written instructions about when to check for ketones.
- Provide written instructions about measures to take if ketones are present.

6. Supplies and instructions about treating low blood sugar (hypoglycemia) and high blood sugar (hyperglycemia)

- Provide written instructions about how to manage student's low or high blood sugar levels.
- Provide snacks, a source of fast sugar, and a glucagon emergency kit, if ordered by health care provider.
- Provide recent photo of student for emergency identification purposes.
- Provide student with medic alert identification and encourage student to wear medic alert ID at school.

Student's Name _____

7. A logbook to be kept at school

- Provide a logbook to be kept with diabetes supplies for the recording of test results. Blood sugar values provided to the parent/guardian for review as often as requested.

8. A container or other appropriate means to ensure proper disposal of used diabetes supplies

9. Information about the student's meal/snack schedule

- Work with the school to coordinate this schedule with that of other students to the safest extent possible.
- Provide instructions for food during school parties and other activities.
- Provide snacks that can be used to prevent or correct low blood sugars.
- Provide information about preferred foods and foods to avoid.

10. Quick Reference Plan for Student with Diabetes

- Obtain a "Quick Reference Plan" from school and complete.
- Return the completed plan to teacher/school administrator.
- The completed "Quick Reference Plan" will be provided to bus driver, substitute teacher, field trip chaperones, and other adults involved in the care or education of student.

11. Information about diabetes and the performance of diabetes-related tasks

- Provide general diabetes information, as well as information specific to the student.

12. Replacement supplies needed for diabetes care

- Check diabetes supplies and snacks on hand at school on a regular basis.
- Provide additional supplies before existing ones run out.

13. Information about changes in student's health status or medical management

- Provide school staff with update involving student's condition or diabetes care as soon as possible.
- A new diabetes care plan may have to be completed and filed, depending on changes.
- A new diabetes care plan *must* be completed and filed before the start of each new school year to ensure that student receives appropriate diabetes care at school.

14. Note signed by student's health care provider to obtain an excused absence for health care 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 that has been negotiated with teacher.

Parent/Guardian _____ Date _____ (Signed)	School Nurse, Teacher, or Administrator _____ Date Received _____ (Signed)
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One copy to be kept by parent/guardian

One copy to be kept with student's diabetes care plan