

Student's Name _____ Student ID # _____ DOB _____
 School _____ Grade _____ Homeroom Teacher _____
 Bus # / Transportation _____ Date of Diabetes Diagnosis _____
 Effective Dates for Plan: ____/____/____ to ____/____/____ Type _____ Diabetes _____

QUICK REFERENCE PLAN for STUDENT with DIABETES

Parent/Guardian: Complete and sign this Quick Reference Plan. Give a copy to your child's teacher and/or school administrator.

Teacher: Keep a copy for your reference and provide a copy to field trip chaperones, bus drivers, substitute teachers, and other school personnel as needed.

- This student has Type _____ diabetes. Diabetes is a serious, chronic disease that can result in a) low blood sugar (hypoglycemia), which is an acute emergency condition; or, b) high blood sugar (hyperglycemia), which can lead to serious medical complications and life-threatening diabetic coma.
- Low blood sugar can create a true emergency and can be life-threatening if not treated promptly.
- Low blood sugar is characterized by shakiness, headache, sleepiness, pale appearance, irritability, hunger, and other symptoms.
- If a student has a change in behavior or level of consciousness, becomes lethargic, combative, or unconscious, or has a seizure or convulsion, then it must be presumed to be due to low blood sugar and should be treated as a low blood sugar emergency.

IMPORTANT: A student with low blood sugar should never be left alone. Treat a low blood sugar immediately.

1. Emergency Contacts:

Parent/Guardian _____
 Health Care Provider _____
 Trained School Diabetes Care Providers (names and how to locate) _____

2. Diabetes supplies located in _____

3. Symptoms of Low Blood Sugar (Hypoglycemia)

Student complains of feeling "low" or says he/she is having an "insulin reaction." Student may experience one or more of the following symptoms:

- | | | | | |
|-----------------|-----------------|-------------------------|--------------------------|--------------------------------|
| tiredness _____ | headache _____ | weakness _____ | irritability _____ | slurred speech _____ |
| shakiness _____ | trembling _____ | sleepiness _____ | pale appearance _____ | poor coordination _____ |
| dizziness _____ | sweating _____ | clamminess _____ | combative behavior _____ | inability to concentrate _____ |
| confusion _____ | hunger _____ | blood sugar below _____ | | |
- Other symptoms: _____

A low blood sugar would most likely, but not always, occur mid-morning, right before lunch, during or after physical activity/exercise, or _____. If in doubt, always treat for low blood sugar.

4. Treatment of Low Blood Sugar (Hypoglycemia)

If student is conscious, cooperative, and able to swallow:

- Give fast sugar such as **glucose tablets, glucose gel, fruit juice, regular soda, or** _____.
- Follow with a snack of _____.
- Check blood sugar again in _____ minutes and at _____ intervals.
- Contact trained school diabetes care provider as soon as possible for further assistance and instructions.
- Do not leave student alone or allow him/her to leave the classroom alone.
- Notify parent/guardian of low blood sugar episode.

If student is unconscious, experiencing a seizure, or unable to swallow:

- Contact trained school diabetes care provider immediately to administer **emergency glucagon injection, if authorized** by health care provider in the student's individual diabetes care plan.
- Turn student on side and keep airway clear. Do not insert objects into student's mouth or between teeth.
- Student may vomit. Keep student on side to prevent choking on vomit. Keep airway clear.
- Call 911, parent/guardian, and health care provider.**
- Other instructions for treating low blood sugar: _____

Student's Name _____

5. Symptoms of High Blood Sugar (Hyperglycemia)

Student may experience one or more of the following symptoms:

- _____ frequent urination _____ excessive thirst _____ nausea _____ vomiting
- _____ dehydration _____ inability to concentrate _____ sleepiness _____ confusion
- _____ blurred vision _____ irritability _____ blood sugar above _____
- _____ Other symptoms: _____

6. Treatment of High Blood Sugar (Hyperglycemia)

- Call parent/guardian and health care provider if blood sugar is over _____ mg/dl.
- Contact trained school diabetes care provider who will provide treatment according to student's individual diabetes care plan, which may include the following actions:
 - Test urine for ketones if blood sugar is over _____.
 - Give insulin according to student's individual diabetes care plan.
 - If student uses an insulin pump, check pump functioning, including batteries, insulin supply, tubing, and infusion site and take necessary corrective action.
- Check blood sugar again in _____ minutes and at _____ intervals.
- Allow free and unrestricted use of bathroom.
- Encourage student drink water or other sugar free liquid.
- If symptoms worsen or the student begins vomiting, call parent/guardian and health care provider immediately.**
- Other instructions for treating high blood sugar: _____

7. Snack Time(s): _____ Meal Time(s): _____

- Snacks and meals must be eaten on time. If snack or meals are eaten late, low blood sugar can occur.
- Extra time to eat snack or meal may be needed. Do not rush student through snack or meal. Allow student to finish eating.
- If student does not eat most of snack or lunch, notify trained school diabetes care provider, school nurse, or parent/guardian.
- Student may need insulin for food eaten. Contact trained school diabetes care provider for assistance.
- Other food/insulin instructions: _____

8. Routine Blood Sugar Testing Times: _____ Other Times: _____

- A student with diabetes is allowed to carry diabetes supplies at school, test blood sugar levels wherever and whenever needed, and take immediate corrective action, all in accordance with his/her individual diabetes care plan. Diabetes supplies should be kept wherever the student is located.
- Assistance, if any, student needs with blood sugar testing _____
- Target blood sugar range _____
- Notify the trained school diabetes care provider, school nurse, or parent/guardian if blood sugar results are out of range.
- Take appropriate steps to treat low blood sugar (hypoglycemia) or high blood sugar (hyperglycemia).
- Other blood sugar testing instructions: _____

9. Exercise/Physical Education

- Exercise and physical activity generally lowers blood sugar. If exercise is more strenuous or longer than usual, it can result in a low blood sugar reaction that needs immediate treatment.
- The blood sugar lowering effects of exercise can begin shortly into the activity and can persist in the hours following the activity.
- Extra snacks may be needed before, during, and/or after exercise. Instructions for snacks/exercise _____
- Exercise is generally encouraged and students with diabetes should participate, except when blood sugar is below _____ or above _____ at the time of exercise.
- Blood sugar level should be checked before and after exercise. Level should be checked during exercise if low blood sugar symptoms appear or if _____.
- Keep a fast acting source of sugar available at all times during exercise, in case a low blood sugar occurs.
- Fast sugar includes glucose tablets, glucose gel, a juice box, a regular soda, or a tube of cake frosting.
- Other instructions for exercise/activity _____

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

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