

The guidelines and procedures for the management and care of school children and school day care children with diabetes as applicable to LEA, schools, and parents/guardians are as follows:

- Procedures for the development of an individual Diabetes Care Plan (DCP) at the written request of the student's parent/guardian
- Procedures for the annual review of an individual DCP
- Information to be included in a DCP, including the responsibilities and appropriate staff development for teachers and other school personnel, and emergency care plan, the identification of allowable actions to be taken, the extent to which the student is able to participate in his/her diabetes care and management, and other information necessary for teachers and other school personnel in order to offer appropriate assistance and support to the student
- Information and staff development to be made available to teachers and other school personnel in order to appropriately support and assist students with diabetes

LEA

The 504 coordinator for each LEA is responsible for the following:

- Coordinate the district training and establish procedures for training employees. All school staff members are to complete a basic training in the needs, symptoms and treatment of hyperglycemia (high blood sugar), hypoglycemia (low blood sugar) and other diabetes emergency procedures.
- Ensure the necessary care plan forms are distributed to all students prior to enrollment and all known diabetics, diabetes educators, pediatric offices and the local health department
- Ensure that a new care plan requested by the parent for each diabetic student is in place at the beginning of each school year

School

The school is responsible for the following:

- Provide intensive training for at least two staff members
- Provide education and general training for all school personnel

- Assist in the distribution of the care plan forms to diabetic students and/or parents/guardians
- Coordinate and facilitate the 504 committee/Diabetic Care Plan (DCP)
- Develop and review annually student care plans for each diabetic student in conjunction with the appropriate persons
- Ensure that the instructors of a diabetic student are familiar with his/her DCP
- Provide appropriate support and emergency care as defined by each student plan (to include the regular day as well as field trips, extracurricular activities and other school sponsored events)
- Ensure the student has immediate access to his/her medical supplies and the assistance of a trained staff member
- Provide an appropriate location in the school for privacy and/or convenience as requested by the student or parent/guardian
- All staff shall meet the conditions of the 504 plan/DCP
- Incorporate appropriate information into the student's care plan and make information available to the parent/guardian
- Complete the necessary log entries for test results and provide to parent/guardian upon request

Parent/Guardian

The parent/guardian is responsible for the following:

- Provide a written request for a **Diabetic Care Plan (DCP)** for your child
- Obtain a Diabetes Care Packet from the school your child attends
- Return completed packet to the school with the necessary medical authorizations, signatures, and forms
- Provide the school with diabetes supplies, instructions for testing blood sugar levels, ketones, appropriate responses, and snacks for student's care

- ~~Authorized signature of student's health care provider for excused absence of health care appointments~~

- ~~Forms to be completed:~~
 1. ~~JHCE E(1): Parental Request for Diabetes Care Plan~~
 2. ~~JHCE E(2): Parent/Guardian Responsibilities~~
 3. ~~JHCE E(3): Diabetes Care Plan (Emergency Action Plan)~~
 4. ~~JHCE E(4): Quick Reference Plan for Students with Diabetes~~
 5. ~~JHCE E(5): School Responsibilities~~

~~APPROVED BY BOARD
AND EFFECTIVE 5/19/03~~

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