

# SAN JUAN UNIFIED SCHOOL DISTRICT GUIDELINES FOR THE MANAGEMENT OF DIABETES

## Introduction

The San Juan Unified School District is aware that the incidence of diabetes, both Type 1 and Type 2, is increasing in the school age population. While there has been considerable focus on the increase in Type 2 Diabetes in children, treatment for this condition largely takes place outside of the school setting and usually involves a program of diet, exercise and oral medications. A student with Type 1 Diabetes requires frequent monitoring throughout the day. Routine treatment for students with Type 1 Diabetes involves blood glucose testing, carbohydrate counting and the administration of insulin by injection or pump. These procedures may occur one or more times during the school day. School staff, parents/guardians, students and physicians working together all play an important role in helping students manage their diabetes.

Effective diabetes management is vital for the immediate safety and long-term health of students with diabetes. Effective management also ensures that students with diabetes are ready to learn and to participate fully in school activities.

When a student has diabetes it is the responsibility of the parent/guardian to inform the school staff of the student's condition. The student's physician will provide written authorization for the medications and treatment procedures. It is the parent's responsibility to provide this information to the school. Training shall be provided to school site staff to recognize possible emergency situations, understand blood glucose monitoring, follow written procedures, and become familiar with the district's guidelines regarding management of diabetes at school.

An individualized health care plan which includes an emergency care plan (Plan) for diabetes may be developed by the School Nurse, when appropriate, which follows the written instructions of the physician.

## Legal References

### DISTRICT POLICY

5141.21 Medication Administration

### EDUCATION CODE

49423 Administration of Prescribed Medication to Pupil

49423.5 Specialized Physical Health Care Services

49423.6 Medication Administration in Public Schools

49414.5 Diabetes Self Management

### CALIFORNIA CODE OF REGULATIONS, TITLE 8

5193 Bloodborne Pathogens

## I. Identification and Authorization Required for Students with Diabetes

### A. Parent/Guardian Responsibilities:

1. Notify the teacher, principal and school nurse of the student's diagnosis of diabetes.
2. Provide emergency contact information, including the name, phone number, fax number and address of the treating physician.
3. Complete written authorization for medication form (*Parent/Physician Release for Medication in School*). This authorization must be renewed at the beginning of each school year, and when medications are changed or added.
4. Provide written physician's instructions for management of diabetes at school, during school related events and after school programs.
5. Provide written authorization for release of confidential information.
6. Submit a *Chronic Illness Verification Form*, if needed, to attendance personnel at the school for diabetes related absences. The form is to be completed by the student's physician and parent.

### B. School Responsibilities:

1. Identify a core team to include the school nurse, teacher (or counselor), principal, and office staff to work with the physician, parents and student.
2. School nurse will review the health information submitted by parents and physician in preparation for developing the Plan.
3. Be knowledgeable about and follow applicable federal laws including ADA (Americans with Disabilities Act), IDEA (Individual Disability Education Act), Section 504, and FERPA (Family Educational Rights and Privacy Act), HIPAA (Health Insurance Portability and Accountability Act) and any state laws or district policies that apply.

### C. Student Responsibilities:

1. It is recommended that the student with diabetes wear a medical identification bracelet or necklace that identifies that he/she has diabetes.

## II. Diabetes Education and Awareness:

### A. Parent/guardian Responsibilities:

1. Educate(s) their child in management of diabetes including:
  - a. Symptoms of possible hypoglycemia and hyperglycemia and immediate

treatment needed.

- b. Tell an adult when they are having a problem that may be diabetes-related.
- c. Universal precautions to include hand washing and safe disposal of used diabetic supplies.
- d. How to test and record blood glucose.
- e. How to count carbohydrates.
- f. Calculation of correct insulin dosages.
- g. Understand use of specialized equipment, i.e. syringe, pen or pump.
- h. Self-administration of insulin.
- i. Know how and when to test urine ketones.

#### B. School Responsibilities

1. Follow federal, state and district laws and regulations regarding confidentiality and sharing of medical information about the student.
2. Take threats of harassment against a student with diabetes seriously, and follow-up with appropriate actions.
3. Provide annual diabetes awareness training for appropriate staff.
4. Ensure that student can test blood glucose at anytime including:
  - a. Prior to and during physical education
  - b. Prior to and during test taking
5. Allow access to food, water and the restroom at anytime.
6. Allow student use of their cell phone to communicate with a parent or designated adult regarding diabetes.
7. The Plan is to be kept in the classroom safety folder for use by the classroom teacher and substitutes.
8. Discuss and plan for emergency situations or drills (lock down, fire) on campus.

#### C. Student Responsibilities:

1. Participate in any diabetic trainings and meetings as age appropriate.

### III. Planning and Treatment Procedures

#### A. Parent/Guardian Responsibilities:

1. Meet with the school team to develop a Plan that accommodates the student's needs throughout the day.
2. Additional planning may include:
  - Transportation to and from school
  - School sponsored activities
  - Before and after school programs
3. Provide properly labeled medications and replace medications after use or upon expiration.
4. Provide school with appropriate testing equipment and diabetic supplies. Replace after use or upon expiration.
5. Provide fast acting glucose and snack foods for emergency and routine use.
6. Inform the school nurse promptly when there are changes authorized by the student's physician.

#### B. School Responsibilities:

1. Assure that medications and supplies will be appropriately stored in an easily accessible and secure location.
2. Identify school personnel who are properly trained to administer prescribed medications in accordance with District policy #5141.21.
3. Assure that key staff members:
  - a. Have a basic understanding of diabetes,
  - b. Recognize a blood glucose that is too high or too low,
  - c. Respond as outlined by the Plan
  - d. Know what to do in an emergency
4. Test blood glucose and treat the student in the location where the symptoms occur. If unable to do so, the student always needs to be accompanied by another person to an alternate school location.
5. Provide nutrient analysis (carbohydrate content) of school meals upon parent request.

6. Ensure that supplies accompanying the student when leaving the campus for school sponsored activities include:
  - a. Testing equipment
  - b. Fast acting glucose
  - c. Glucagon (if prescribed)
  - d. Snacks
  - e. Insulin and related supplies
  - f. Individualized Health Care and Emergency Care Plan
  - g. Copy of student Emergency Card

C. Student Responsibilities:

1. The student will demonstrate management of diabetes based on developmental level and ability by the following:
  - a. Inform school personnel when symptoms that indicate hypoglycemia or hyperglycemia occur.
  - b. Follow universal precautions by washing his/her hands prior to testing.
  - c. Safely dispose of test strips, lancets, syringes, needles, insulin cartridges and bottles in a puncture proof sharps container.
  - d. Perform and record blood glucose tests.
  - e. Carry and consume a fast acting source of carbohydrate to correct hypoglycemia
  - f. Follow guidelines set forth in the Plan for meals, snacks and insulin calculations.
  - g. Calculate and self-administer insulin.
  - h. Care for diabetes equipment in a responsible manner.
  - i. Know any restrictions as discussed in the Plan before participating in school activities, including P.E.

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