

GLADEWATER INDEPENDENT SCHOOL DISTRICT©

Guidelines for Managing Students With Diabetes in the School

The Gladewater Independent School District (GISD or the District) is committed to providing equal educational opportunities to all students. No student shall, on the basis of disability, be denied the opportunity to participate in any program or service the District offers to all students. When a student who presents any health care need enrolls in GISD's schools, an appropriate health care plan is developed to serve the student, in addition to any other programs or plans that may also be developed to ensure the student receives a free appropriate public education. These guidelines set out the procedures that GISD follows in managing students with diabetes in the schools.

I. INTRODUCTION

Over 17 million Americans have diabetes. Diabetes, a serious chronic disease that impairs the way the body uses food, is one of the most common chronic diseases in school-aged children. Effective management of an individual's diabetes is crucial. The foundation for the management of a student with diabetes in the GISD is the student's Individual Health Plan (IHP) that is developed in collaboration with the student, parent, school nurse and other GISD personnel, as appropriate. The IHP includes the routine treatment and care that will be available for the student, and emergency interventions that will be provided for the student. If the group of knowledgeable persons who develop a student's IHP determines that the administration of glucagon is a related aid or service the student requires to respond an emergency hypoglycemic episode, the student will be reflected as an "Identified Student." GISD provides a comprehensive training curriculum for staff to ensure those employee's who work with the student understand the student's condition and how to provide routine treatment as well as emergency procedures. The training program is divided by levels, depending upon the actual contact the staff member is likely to have with the student.

II. TRAINING

A. A multi-level training program has been developed to train all staff according to the level of contact the employee is likely to have with the student with diabetes. The training is consistent with the concepts set forth in relevant publications, including *Care of Children with Diabetes in the School and Day Care Setting*, published by the American Diabetes Association and the *Texas Guide to School Health Programs*, published by the Texas Department of Health.

B. GISD Student Health Services Staff Training

1. Student health services staff receives specific training from a diabetic educator from Good Shepherd Medical Center regarding the administration of glucagon and other refresher training about the management of diabetic students in the schools.

2. GISD's Director of Student Health Services provides additional training about management of diabetic students to members of the District's health services diabetes task force prior to the commencement of the annual training that is conducted for other GISD staff.

C. Specific Training Curriculum

1. Level I. Training provided to all campus staff on an annual basis at the beginning of the school year. Level I Training provides general information on diabetes to ensure all building staff has some familiarity with the disease and its symptoms. The training is offered via a power point presentation titled, "A Guide to Diabetes in the School Setting," and a handout -- "A Guide to Diabetes Management in the School setting," is provided to participants.
2. Level II. Training provided at least annually to the campus staff who have regular direct contact with the identified diabetic student(s) on the campus. Level II Training reviews the information provided in the Level I training and also provides the participants with specific information about the protocol and procedures that are required by the identified student's specific health care plan. Written training materials are provided to participants and the employee's participation in the training is documented.
3. Level III. Training provided at least annually to at least three employees on each campus, in addition to the school nurse, who the campus principal has designated to receive the training. This group may include the principal, assistant principal, office staff, coaches, trainers, sponsors, teachers, etc. Level III Training includes detailed information about the care and emergency interventions required for hypoglycemia and hyperglycemia and includes hands-on training for blood and glucose testing and the administration of glucagon. Written training materials are provided to participants and the employee's participation in the training is documented.
4. Additional training is provided at any time it is needed, when a change in staff occurs, or when a new diabetic student enrolls on a campus. Ongoing monitoring of the training will occur to assure that sufficient personnel is trained in the administration of glucagon to provide coverage for the Identified Students at school, extracurricular activities, field trips, and off-campus activities.

III. PARTNER-NURSE PROGRAM

- A. GISD maintains a partner-nurse program that ensures continuing nursing coverage when the assigned nurse must be off campus. The Director of Student Health Services will update the nurse-partner assignments for each campus each year prior to the beginning of school year. The list will include the names and telephone/pager contact numbers for each nurse and partner. In developing the partner nurse assignments, the Director shall consider the maximum travel time and distance

permissible for the partner nurse to travel when called to a school to ensure timely response.

B. Placing the Partner Nurse on Call

1. When the primary school nurse must be off-campus during the school day, the school nurse will notify the partner-nurse and the Area Nurse Team Leader of her expected absence at least 24-hours in advance, unless an emergency situation arises. If 24-hours' notice is not possible, the nurse will notify the designated persons as far in advance as possible of her absence from the campus.
2. The partner-nurse will acknowledge that she will be on-call during the school nurse's absence.
3. The Area Nurse Team Leader will acknowledge the campus nurse will be off-campus. If for some reason the partner-nurse will not be available to be on-call, the Area Nurse Team Leader will be on-call or arrange for another nurse in the area to cover.

C. Contacting the Partner Nurse in an Emergency

1. If an emergency arises for an Identified Student while the primary campus nurse is not present, the following steps will occur:
 - a. Call the partner-nurse to alert her to come immediately to the campus to handle the emergency. The partner nurse will ask the caller for the information she needs to respond to the emergency
 - b. Call a campus staff member who has received the Level III Training to provide immediate emergency interventions as described in the Identified Student's Plan. If the student appears to be in a life-threatening situation, call 911.
 - c. Call the parent.
2. The Identified Student's Plan will include names and telephone/pager numbers for the Level III-trained campus personnel, the partner-nurse, the Area Nurse Team Leader, and the parent(s) telephone/pager numbers.

D. Monitoring the Effectiveness of the Partner-Nurse Program

The Director of Student Health Services will periodically monitor the effectiveness and responsiveness of the partner-nurse program.

IV. DEVELOPING THE INDIVIDUAL HEALTH PLAN FOR A STUDENT

A. When a school nurse is notified that a student with diabetes will be in attendance at that campus, the nurse will immediately contact the student's parent or legal guardian to:

1. Discuss the student's health status and management of diabetes care in the home.
2. Discuss the level of care the parent anticipates the student will need at school.
3. Discuss supplies and equipment that the parent will need to provide to the school.
4. Request that the parent obtain appropriate information/orders from the student's physician concerning treatment of the student's diabetes at school and provide parental consent for the school to provide the required treatment. (Reference: GISD Form - *Annual Health Services Prescription Physician/Parent Authorization for Diabetic Care*, or comparable form; form must be renewed annually or when ordered treatment changes.)

B. When the parent provides the information from the student's physician, the nurse will collaborate with the parent and student to review the information and develop specific healthcare information for the student's Individual Healthcare Plan (IHP).

C. The nurse will refer the student to the Campus Intervention Team to determine whether the student is eligible for 504 Services, or should be referred to special student services for assessment for eligibility special education services.

D. The IHP developed for the student will include all information needed to ensure the student's diabetes is appropriately managed at school. At a minimum, the IHP will include:

1. The physician's written authorization for treatment and a description of the treatment the student will receive to manage his or her diabetes at school, including the procedure to follow to ensure continuation of all services required by the Plan, including the emergency administration of glucagon for Identified Students, during extra-curricular activities and other school-related events, on and off campus.
2. If the student is an Identified Student, the specific procedures to ensure the administration of glucagon and other emergency services in the event of a severe hypoglycemic episode at a time when the nurse is not on the premises when the episode occurs.
3. The location of diabetic and emergency supplies.

4. Accommodations the student may require, such as more frequent restroom breaks or to be allowed to drink water during class.
5. The name, location, and telephone/pager contact number of the specific partner nurse who will respond to administer emergency medical care for the student in the event the school nurse is absent from the campus, as well as the names and telephone/pager numbers for the Level III-trained campus personnel, the Area Nurse Team Leader, and the parent(s).
6. A description of the communication procedure that the school nurse will follow if she will be absent from the campus during the school day and the procedure for monitoring the effectiveness of the partner nurse response time. (Refer to Paragraph III above. Description must meet the requirements set out therein.)
7. A description of the protocol for contacting the parent and the Emergency Medical System in the event of an emergency.
8. Any other information that must be considered to ensure consistent provision of routine care called for in the Plan and the continuation of services in the event of an emergency.
9. A list of the persons who will receive (or have received) the training provided to staff who will be in contact with the student. The school nurse will provide and/or coordinate education and training for school personnel. (Refer to Paragraph I above.)
10. Appropriate goal(s) to assist the student to become more self-reliant in his or her care.