

School Nurse Checklist _____ for Diabetes Care at School

Dates

- ___ 1. School Nurse is notified that student with diabetes will be attending school.
- ___ 2. Call or arrange meeting/home visit with parents/careprovider and student, if appropriate, and complete the Individualized School Healthcare Plan (ISHP), (refer to Section III).
 - a. Discuss current health status and management of diabetes care at home.
 - b. Observe parent/student performing healthcare procedures.
 - c. Discuss parent/student expectations of diabetes care while at school.
 - d. Discuss level of care needed in school.
 - e. Discuss role of the personnel involved in providing the health care at school.
 - f. Obtain parent/guardian written consent (face sheet of ISHP) to include the following:
 - 1) To administer healthcare services for school attendance and school related activities.
 - 2) To allow the school nurse to communicate with the primary healthcare provider.
 - g. Collaborate with parent/careprovider to develop details of the ISHP, potential accommodations and all supplies needed during the school schedule, all school related activities and a 3-day disaster plan.
 - h. Provide parent with copies of all the forms if desired.
- ___ 3. Obtain signatures on Parent Consent and Physician's Authorization for Diabetes Management at School and School Sponsored Events. (Section III, ISHP).
- ___ 4. Assemble procedures as identified in the ISHP and review with site administrator. The site administrator designates staff and back-up staff to be trained. Training for a specific student can begin when signatures are obtained on the Parent Consent and Physician's Authorization for Management of Diabetes at School and School Sponsored Events form. Designated staff cannot provide services until completion of training and competency is achieved. Interim arrangements must be made for student school attendance if designated trained staff are unavailable.

If a 504 Plan is requested or an IEP is determined to be necessary (refer to Section III, 504/IEP), follow step 5. If not, proceed to step 6.

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5. a. When a 504/IEP student study team meeting convenes, the team reviews the ISHP and accepts and/or makes changes as agreed. A copy of the final ISHP is attached to the IEP or 504 Plan.
- b. The assessment component of the IEP or 504 Plan must include a statement indicating the attachment of the ISHP.
- c. The Designated Instructional Services (DIS) component of the IEP or 504 Plan must include School Nursing Services for managing the ISHP and training and supervising designated staff.
6. Plan, organize and implement a designated staff training regarding Diabetes Management. This will include the following sections from this manual: Diabetes Basics (Section II), ISHP and Procedures (Section III).
 - a. PLAN:
 - 1) Review CPR dates of designated staff. Arrange for training if needed.
 - 2) Using the Diabetes Basics Training Program, ISHP and Procedures provide designated staff with a training agenda and a time frame for specific components to be trained on. Staff that includes teachers, lunchroom and playground personnel, principal, transportation, coaches and bus drivers, etc. are offered a condensed version specifically providing emergency diabetes care.
 - b. ORGANIZE:
 - 1) Duplicate necessary training materials for all participants.
 - 2) Develop a schedule for trainings.
 - c. IMPLEMENT:
 - 1) Train all designated staff to a level of 100% competency and document staff trainings (use Skills Checklists, Section III, Records and Logs). Obtain staff signatures on training logs (Section III, Records and Logs).
 - 2) Supervise and monitor staff performance on all procedures and student outcomes.
7. Manage the ISHP. With parent/careprovider input, monitor and review outcome of the plan and initiate the necessary modifications not requiring physician authorization. Maintain current paperwork for all modifications requiring physician authorization (refer to Parent Consent and Physician's Authorization for Diabetes Management at School and School Sponsored Events form, Section III). Inform and/or train appropriate designated staff regarding all modifications.
8. Arrange a classroom presentation on diabetes if requested by parent/careprovider.