

**Wayne County Public Schools
Diabetes Care Plan**

Parent Responsibilities

Student's Name: _____ **ID #** _____ **Date of Birth:** _____

School: _____ **Grade:** _____ **Homeroom Teacher:** _____

Effective Dates for Plan: _____ **to** _____ **Bus #/Transportation:** _____

Instructions: Give to parent/guardian to read and sign. One signed copy to be kept by parent and the original kept with student's diabetes care plan.

The parent/guardian will provide the school with a written request for a Diabetes Care Plan and will work with the student's health care provider and school personnel in preparing the Diabetes Care Plan. The parent/guardian will provide the school with the following materials, equipment, and information needed for student's diabetes care.

1. Diabetes Care Plan

- Provide a written request for a diabetes care plan for your child. (Parental Request forms are available at your child's school.)
- Obtain blank "Diabetes Care Plan" and work with health care provider, school nurse, and school personnel to complete the form with the information needed to take care of your child's diabetes at school. A new plan must be filed each school year.
- Obtain signatures needed for the Diabetes Care Plan.
- Return the completed plan and medication authorizations, if needed, as soon as possible. Without these documents, school personnel will be limited in the help they can provide. The student, parent/guardian, or 911 responders (in the event of an emergency) may have to assume responsibility of diabetes care until these documents are signed and returned to the school and the Diabetes Care Plan can be implemented.
- Provide school with diabetes supplies, equipment, and snacks needed for student's care.

2. Emergency Phone Numbers for the Parent/Guardian and Student's Diabetes Care Team

- Provide school staff with names and phone numbers of appropriate individuals to contact for routine care and emergencies, and update these numbers promptly if there are changes.

3. Blood Sugar Testing Supplies

- Parent/Guardian is responsible for providing all supplies and equipment for blood sugar testing.
- Parent/guardian is responsible for the maintenance of the blood sugar testing equipment (i.e., cleaning and performing controlled testing per the manufacturer's instructions).
- Provide written instructions about student's blood sugar testing schedule and assistance needed.

4. Insulin Administration Supplies and Back-Up Supplies for Insulin Pump Users, If Needed

- Provide written instructions about student's insulin requirements and assistance needed.

5. Ketone Testing Supplies to Check Blood or Urine, If Needed

- Provide written instructions about when to check for ketones.
- Provide written instructions about measures to take if ketones are present.

6. Supplies And Instructions About Treating Low Blood Sugar (Hypoglycemia) And High Blood Sugar (Hyperglycemia)

- Provide written instructions about how to manage student's low or high blood sugar levels.
- Provide snacks, a source of fast sugar, and a glucagons emergency kit, if ordered by health care provider.

7. A Logbook to be Kept at School

- If desired, provide a logbook to be kept with diabetes supplies for the recording of test results.

8. Information About the Student’s Meal/Snack Schedule

- Work with the school to coordinate this schedule with that of other students to the safest extent possible.
- Provide instructions for food during school parties and other activities.
- Provide snacks that can be used to prevent or correct low blood sugars.
- Provide information about preferred foods and foods to avoid.

9. Care Plan for Student with Diabetes

- Will be provided to each of student’s teachers, instructional assistants, bus driver, substitute teachers, field trip chaperones and other adults involved in the care or education of student.
- If student is involved in after-school activities, parent/guardian should make the health plan available to coaches or leaders of those activities.

10. Information About Diabetes and the Performance of Diabetes-Related Tasks

- Provide general diabetes information as well as information specific to the student.

11. Replacement Supplies Needed for Diabetes Care

- Check diabetes supplies and snacks on hand at school on a regular basis.
- Provide additional supplies before existing ones run out.

12. Information About changes in Student’s Health Status or Medical Management

- Provide school staff with updates involving student’s condition or diabetes care as soon as possible.
- A new diabetes care plan may have to be completed and filed, depending on changes.
- A new diabetes care plan must be completed and filed before the start of each new school year to ensure that student receives appropriate diabetes care at school.

13. Note Signed by Student’s Health Care Provider to Obtain an Excused Absence for Health Care Appointments

- Follow up with teacher(s) to obtain make-up assignments for excused absences.
- Make sure that student completes missed work within the time frame allowed by school policy or that has been negotiated with teacher

Parent/Guardian Signature: _____ Date: _____

School Nurse, Teacher, or Administrator: _____ Date Received: _____