



for the Food Service Manager

- Ensure that the student with diabetes has timely access to food and sufficient time to finish eating.** Under certain circumstances, supervisory lunch personnel may need to encourage the student to go to the front of the line and eat appropriate foods.
- Obtain a copy of the student's Emergency Care Plans for treating hypoglycemia (low blood glucose) and hyperglycemia (high blood glucose)** and keep them in a known, yet secure, place in the lunchroom.
- Ensure that you and your staff understand your roles in ensuring compliance with Federal and State laws** that may apply to students with diabetes, including Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Individuals with Disabilities Education Act. Understand the procedures for implementing these laws. (See Section 4.)
- Ensure that you and your staff work with the school health team to implement the student's written health care and education plans.** Health care plans include the Diabetes Medical Management Plan, Individualized Health Care Plan, and Emergency Care Plans; the education plan includes the 504 Plan, other education plan, or Individualized Education Program.
- Consult with the school nurse and the principal to determine the appropriate level of diabetes management training that you and your staff should attend** for carrying out your responsibilities and complete the training.
- Ensure that you and your staff review the information about diabetes in this guide and refer to it,** as needed, to help the student with diabetes. (See pages 50-54 for more information about meal plans and nutritional needs of students with diabetes.)
- Obtain a copy of the student's meal plan from the health care plans** developed by the student's personal diabetes care team and the school nurse.
- Provide breakfast and lunch menus and a meal schedule in advance to the student's parents/guardian,** including grams of carbohydrates and other necessary nutritional information for each meal or snack. If you or the school district do not have this information, the school can identify a registered dietitian through the local chapter of the American Dietetic Association who can work with food service staff to make this information available for students with diabetes.

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Section 2

Actions for the Food Service Manager *Continued*

- Ensure that your staff recognizes that eating meals and snacks on time is a critical component of diabetes management.** If students with diabetes fail to eat lunch on time, they could develop hypoglycemia (low blood glucose), especially if they have missed a morning snack or have had a physically strenuous or otherwise active morning at school.
- Ensure that your staff recognizes that a student's behavior change could be a symptom of blood glucose changes.**
- Ensure that you and your staff are prepared to respond immediately to the signs and symptoms of hypoglycemia and hyperglycemia,** and take appropriate action in accordance with the student's Emergency Care Plans. Know when and how to contact the school nurse or trained diabetes personnel for help. Be aware of the school's policy for activating Emergency Medical Services (EMS) in case of a diabetes emergency.
- Ensure that you and your staff know where supplies (e.g., 3 or 4 glucose tablets or 1 tube of glucose gel or 4 ounces of fruit juice (not low-calorie or reduced sugar) or 6 ounces of soda (not low-calorie or reduced sugar) are kept to treat hypoglycemia** (e.g., with the student or in another place).
- Provide input to the school health team when requested.**
- Communicate with the school nurse and/or trained diabetes personnel regarding the student's progress or any concerns about the student.**
- Ensure that your staff treats the student with diabetes the same as other students,** except to respond to their medical needs.
- Ensure that your staff respects the student's confidentiality and right to privacy.**