



## for the School Nurse

When a school nurse is assigned to the school (or school district), he or she is the key school staff member who leads and coordinates the provision of health care services for a student with diabetes at school and at school-related activities. The school nurse, in collaboration with the principal, takes the lead in identifying, training, and providing ongoing supervision of trained diabetes personnel.

Diabetes technology, therapies, and evidence-based practice all are changing rapidly. The school nurse, who provides care to students with diabetes and facilitates diabetes management training for school personnel, has the professional responsibility to acquire and maintain current knowledge and competency related to diabetes management on a regular and ongoing basis. See the section on Training School Personnel in the Primer and the Resources section for information on training resources related to diabetes management in the school setting.

When notified that a student with diabetes is enrolled in the school, annually, or more often as necessary, the school nurse is responsible for the following actions.

- Understand your role 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.)
- Understand State laws** regarding delegation of nursing tasks.
- Obtain and review the student's current Diabetes Medical Management Plan (DMMP)** and other pertinent information from the student's parents/guardian.
- Using the medical orders in the DMMP and information obtained from a thorough nursing assessment, develop an Individualized Health Care Plan (IHP). Promote and encourage independence and self-care** consistent with the student's ability, skill, maturity, and development as indicated in the DMMP. After reviewing the IHP with the parents/guardian and student, implement, review, and update the plan throughout the school year as needed. (See sample IHP template on pages 107-108.)

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## Section 2

### Actions for the School Nurse *Continued*

- Prepare the student's Emergency Care Plans for Hypoglycemia and Hyperglycemia based on the medical orders in the DMMP.** (See sample plans, pages 109-112.) Provide copies of the emergency plans to all school personnel who have responsibility for the student with diabetes throughout the school day (for example, teachers, coach, physical education teacher, lunchroom staff, and bus driver).
- Facilitate the initial school health team meeting** to discuss implementing the student's DMMP and IHP. Participate as a health expert on the teams that develop and implement the student's 504 Plan, other education plan, or Individualized Education Program. **Monitor compliance with these health care and education plans and facilitate follow-up meetings of the school health team** to discuss concerns, receive updates, and evaluate the need for changes to the student's plans, as appropriate.
- Plan and implement diabetes management training for the trained diabetes personnel and all staff members who have responsibility for the student with diabetes.** Use the three levels of training described in this guide to design the diabetes management training and consider using standardized training materials that are available for training school personnel. See the section on Training School Personnel in the Primer (pages 27-31) and the Resources section for information on training resources related to diabetes management in the school setting. Ensure that all personnel mentioned in the health care and education plans know their roles in carrying out these plans, are trained in how to carry out their roles, know how their roles relate to each other, when and where to get help, where emergency supplies are kept, and the procedures for handling emergencies.
- Obtain materials and medical supplies necessary for performing diabetes care tasks from the parents/guardian.** Arrange a system for notifying the student or the parents/guardian when supplies have expired or need to be replenished.
- Perform routine and emergency diabetes care tasks**, including blood glucose monitoring, urine or blood ketone testing, insulin administration, and glucagon administration. Be aware of the policy on activating Emergency Medical Services in case of a diabetes emergency.
- Maintain accurate documentation** of all diabetes care provided at school. Document communications with students, the parents/guardian, and the student's personal diabetes health care team, and document communications related to the training and supervision of trained diabetes personnel.

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## Actions for the School Nurse *Continued*

- Provide ongoing education and training as the school year progresses** for staff and new staff, as needed, and when the student's DMMP changes. (See the Resources section for organizations that provide training programs and materials.)
- Assess competence and provide ongoing supervision of trained diabetes personnel** in carrying out the health care tasks outlined in the student's health care and education plans.
- Conduct ongoing, periodic assessments of the student with diabetes and update the IHP.**
- Help ensure that the student has a supportive learning environment** and is treated the same as students without diabetes, except to respond to medical needs.
- Distribute the Diabetes Primer in this guide to all school personnel** who have responsibility for students with diabetes to ensure that they understand the basic elements of effective diabetes management and know how to recognize and respond to a diabetes emergency.
- Provide education and act as a resource on managing diabetes** at school to the student, family, and school staff.
- Act as an advocate** for students to help them meet their diabetes health care needs.
- Assist the classroom teacher(s)** with developing a plan for substitute teachers.
- Assist the physical education teacher** with managing the student's physical activity program at school.
- Collaborate with coworkers and outside agencies** (e.g., school district registered dietitian and food service manager, food service personnel) to obtain nutrition information for parents/guardian.
- Communicate with the student's parents/guardian—and with their permission—communicate with the student's personal diabetes health care team about progress as well as any concerns** about the student's diabetes management or health status, such as hypoglycemia episodes, hyperglycemia, general attitude, emotional issues, and self-management.
- Treat the student with diabetes the same as other students**, except to respond to their medical needs.
- Respect the student's confidentiality and right to privacy.**