

Please print and distribute to the food service manager.

Actions for the Food Service Manager

- Understand your own and your staff’s responsibilities under 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 **School Responsibilities Under Federal Laws.**)
- Ensure that you and your staff work with the school health team to implement the student’s health care and education plans.** Health care plans include the Diabetes Medical Management Plan, Individualized Health Care Plan, and Emergency Care Plans for Hypoglycemia and Hyperglycemia; the education plan includes the Section 504 Plan, other education plan, or individualized education program.
- Communicate to staff that eating meals and snacks on time and having sufficient time to finish eating are critical components 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. 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 Hypoglycemia and Hyperglycemia for treating low blood glucose and high blood glucose** and keep them in a known yet secure place in the lunchroom.
- 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 **Follow an Individualized Meal Plan.**)
- 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.** Accommodate student’s **special dietary needs** when medically necessary.
- Provide breakfast and lunch menus and a meal schedule in advance to the student’s parents/guardians, including grams of carbohydrates.** Advise the parents/guardians of any unannounced menu substitutions. (See **Follow an Individualized Meal Plan.**)
- Review the signs and symptoms of hypoglycemia and hyperglycemia with your staff so they can recognize that a student’s behavior change could be a symptom of blood glucose changes.**
- Be sure 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 for Hypoglycemia and Hyperglycemia. 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 are kept to treat hypoglycemia (e.g., with the student or in another place).** Supplies may include: 4 glucose tablets or 1 tube of glucose gel or 4 ounces of fruit juice (not low-calorie or reduced-sugar) or 4 to 6 ounces of soda (not low-calorie or reduced-sugar).

Actions for the Food Service Manager *Continued*

- 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 when necessary to respond to their medical needs. Be alert for teasing and bullying of the student with diabetes due to peers' curiosity and lack of information about injections, blood glucose monitoring, or why the student with diabetes gets to eat snacks in the classroom.
- Ensure that your staff respects the student's confidentiality and right to privacy.

