

Please print and distribute to the principal, school administrator, or designees.

Actions for the Principal, School Administrator, or Designee

- Understand and ensure compliance with the 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**.)
- Participate in developing and implementing school policy** related to diabetes management at school.
- Implement policy on availability of trained staff for students with diabetes.** Address the availability of the school nurse, another diabetes-trained health care professional, or trained diabetes personnel when the student is in school or participating in school-sponsored activities and events. Coordinate with the school nurse to identify staff members who will receive training to serve as trained diabetes personnel to assist with or perform diabetes care tasks. (See **How Do You Plan Effective Diabetes Management in the School Setting?**)
- Implement the policy for activation of Emergency Medical Services (EMS)** in case of a diabetes emergency on or off the school campus.
- Include provisions for students with diabetes in emergency/disaster planning** (e.g., lockdown or evacuation).
- Develop and implement a system to inform school health services** of the pending enrollment of a student with diabetes.
- Participate in a meeting with the school health team**, which includes the student, the parents/guardians, school nurse, trained diabetes personnel, principal, office personnel, the 504/IEP coordinator, teacher(s), and other staff members who have responsibility for the student. Plan to schedule and attend a meeting of the school health team before the school year starts, when the child is newly diagnosed, or other times as appropriate, to discuss the health care-related services the student may need based on the student's **Diabetes Medical Management Plan (DMMP)**.
- Allocate sufficient resources for helping students with diabetes in the school setting**, including resources for the three levels of diabetes management training described in this guide.
- Identify all staff members who have responsibility for the student with diabetes throughout the school day and during school-sponsored extracurricular activities and field trips.** Work with the school nurse to implement the appropriate level of training for staff members and to provide copies of the student's **Emergency Care Plans for Hypoglycemia and Hyperglycemia**, which contain information about the signs and symptoms of hypoglycemia (low blood glucose) and hyperglycemia (high blood glucose) and whom to contact in case of a diabetes emergency.
- Alert all school staff members and all substitute personnel who teach or supervise the student with diabetes** (including playground monitors, bus drivers, and lunchroom personnel) about the student's needs. Work with the school nurse to familiarize school staff members with the services and emergency procedures contained in the student's health care and education plans.

Actions for the Principal, School Administrator, or Designee *Continued*

- Facilitate diabetes management training for school personnel as suggested in this guide.** Work with the school nurse to arrange for a diabetes-trained health care professional, such as the school nurse or a certified diabetes educator, to plan and provide the three levels of diabetes management training for school personnel.
- Learn about diabetes** by participating in Level 1 training and by reviewing the information in this guide.
- Be able to respond to signs and symptoms of hypoglycemia and hyperglycemia** 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, where emergency supplies are kept, and the procedures for handling emergencies.
- Continue to work with the school health team to ensure implementation of the student's health care and education plans.** Monitor compliance with these plans, addressing any concerns raised by the student, the parents/guardians, school nurse, or student's personal diabetes health care team.
- Support and facilitate ongoing communication** among all members of the school health team.
- Promote a supportive learning environment for students with diabetes** to manage their diabetes safely and effectively at school. This includes enabling students to: monitor blood glucose levels; administer insulin and other medications; eat snacks for routine diabetes management and for treating low blood glucose levels; have bathroom privileges and access to drinking water; participate in all school-sponsored activities; and provide accommodations for health care appointments or illnesses.
- Treat the student with diabetes the same as other students, except when necessary to respond to their medical needs and any resulting educational needs.**
- Respect the student's confidentiality and right to privacy.**

