# GLADEWATER INDEPENDENT SCHOOL DISTRICT

# Guidelines for Managing Students With Diabetes in the School Setting

The Gladewater Independent School District is committed to providing equal educational opportunities to all students. No student shall, on the basis of disability, be denied the opportunity to participate in any program or service the District offers to all students. When a student who presents any health care needs enrolls in GISD's schools, an appropriate health care plan is developed to serve the student, in addition to any other programs or plans that may also be developed to ensure the student receives a free appropriate public education. These guidelines set out the procedures that GISD follows in managing students with diabetes in the schools.

### I. INTRODUCTION

Over 17 million Americans have diabetes. Diabetes, a serious chronic disease that impairs the way the body uses food, is one of the most common chronic diseases in school-aged children. Effective management of an individual's diabetes is crucial. The foundation for the management of a student with diabetes in the GISD is the student's Individual Health Plan (IHP) that is developed in collaboration with the student, parent, school nurse and other GISD personnel, as appropriate. The IHP includes the routine treatment and care that will be available for the student and emergency interventions that will be provided for the student. GISD provides a comprehensive training curriculum for staff to ensure those employees who work with the student understand the student's condition and how to provide routine treatment as well as emergency procedures. The training program is divided by levels, depending upon the actual contact the staff member is likely to have with the student.

### II. TRAINING

A. A multi-level training program has been developed to train all staff according to the level of contact the employee is likely to have with the student with diabetes. The training is consistent with the concepts set forth in relevant publications, including Care of Children with Diabetes in the School and Day Care Setting, published by the American Diabetes Association and the Texas Guide to School Health Programs, published by the Texas Department of Health.

### B. Specific Training Curriculum

1. <u>Level I</u>. Training provided to all campus staff on an annual basis at the beginning of the school year. Level I Training provides general information on diabetes to ensure all building staff have some familiarity with the disease and its symptoms. The training is offered via the Safe Schools course, *Health Emergencies: Diabetic Awareness*.

- 2. <u>Level II</u>. Training provided at least annually to the campus staff who have regular direct contact with the identified diabetic student(s) on the campus. Level II Training reviews the information provided in the Level I training and also provides the participants with specific information about the protocol and procedures that are required by the identified student's specific health care plan. Written training materials are provided to participants and the employee's participation in the training is documented. Emergency Care Plans are also given to each of these staff members.
- 3. <u>Level III (Unlicensed Diabetic Care Assistant UDCA)</u>. Training provided at least annually to at least three employees on each campus, in addition to the school nurse, who the campus principal has designated to receive the training. This group may include the principal, assistant principal, office staff, coaches, trainers, sponsors, teachers, etc. Level III Training includes detailed information about the care and emergency interventions required for hypoglycemia and hyperglycemia and includes hands-on training for blood and glucose testing and the administration of glucagon. Written training materials are provided to participants and the employee's participation in the training is documented.
- 4. Additional training is provided at any time it is needed including when a change in staff occurs or when a new diabetic student enrolls on a campus.

### III. Guidance/Emergencies

- A. GISD staff will contact the District RN or campus nurse for clarification on procedures concerning hyperglycemia, hypoglycemia or any other questions/concerns that arise regarding the student's care.
- B. If the District RN or campus nurse are not available, staff will contact the parent/guardian for guidance.
- C. If an emergency arises for a diabetic student, the following steps will occur:
- 1. Staff will contact the District RN and/or campus nurse immediately and follow the student's Emergency Care Plan
- 2. IF the a nurse is not available and/or the student appears to be in a life-threatening situation, staff will call 911 and the parent/guardian immediately

### IV. DEVELOPING THE INDIVIDUAL HEALTH PLAN FOR A STUDENT

A. When a school nurse is notified that a student with diabetes will be in attendance at that campus, the nurse will immediately contact the student's parent or legal guardian to:

- 1. Discuss the student's health status and management of diabetes care in the home.
- 2. Discuss the level of care the parent anticipates the student will need at school.
- 3. Discuss supplies and equipment that the parent will need to provide to the school.
- 2. Request that the parent obtain orders from the student's physician describing the treatment the student will receive to manage his or her diabetes at school.
- 3. Obtain consent from the parent for UDCA's to provide care for the student at school.
- B. When the parent provides the information from the student's physician, the nurse will collaborate with the parent and student to review the information and specific healthcare information for the student's Individual Healthcare Plan (IHP).
- C. The nurse will refer the student to the Campus Intervention Team to determine whether the student is eligible for 504 Services or should be referred for assessment for eligibility of special education services.
- D. The emergency care plan developed for the student will include all information needed to ensure the student's diabetes is appropriately managed at school. A copy will be given to all staff that have regular contact with the student during the school day including teachers, coaches and bus drivers.



Connected for Life

# Safe at School

# **Diabetes Medical Management Plan**



(Add student photo here.)

STUDENT LAST NAME:

SCHOOL YEAR:

FIRST NAME:

DOB:

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PARENTS/GUARDIANS: Please complete pages 1 and 2 of this form and approve the final plan on page 6.

Student First Nam	e: La	st Name:	DOB:	Student's Cell #:		Date Diagno e: Month:	sed: Year:
School Name:		0 - 10			School Phon	e #: School Fax #:	Grade:
Home Room:	School Point of	Contact:				Cor	tact Phone #
STUDENT'S SCH	EDULE Arrival	Time:	Dismiss	sal Time;	Ti di		_
Travels to school t	ру	Meals Times:		Physical Activity:		Travels to:	
(check all that app	•	☐ Breakfast		□ Gym		☐ Home ☐ After Sc	hool Program
☐ Foot/Bicycle		☐ AM Snack		Recess		Via: ☐ Foot/Bicy	cle
☐ Car		Lunch		☐ Sports		☐ Car	
□ Bus		☐ PM Snack		☐ Additional informati	ion:	☐ Student D	river
<ul><li>Attends Before School Program</li></ul>	m	☐ Pre Dismissa Snack				□Bus	
Parent/Guardian #	1 (contact first):		Relationship:	Parent/Guardian #2:	stull be	Rela	ationship:
Cell #:	Home #:	Work	#:	Cell #:	Home #:	Work #:	
E-mail Address:				E-mail Address:			
Indicate preferred	contact method	j:		Indicate preferred con	tact method:		

- 1. A 3-day minimum of the following Diabetes Management Supplies should be provided by the parent/guardian and accessible for the care of the student at all times.
- Insulin
- · Syringe/Pen Needles
- Ketone Strips
- · Treatment for lows and snacks
- Glucagon
- · Antiseptic Wipes
- Blood Glucose (BG)
- Meter with (test strips, lancets, extra battery) - required for all Continuous Glucose Monitor (CGM) users
- Pump Supplies (Infusion Set,
- Cartridge, extra Battery/Charging Cord) if applicable
- Additional supplies:
- 2. View Disaster/Emergency Planning details refer to Safe at School Guide
- 3. Please review expiration dates and quantities monthly and replace items prior to expiration dates
- 4. In the event of a disaster or extended field trip, a school nurse or other designated personnel will take student's diabetes supplies and medications to student's location.

Name of Health Care Provider/Clinic:	Contact #:	Fax #:	
Email Address (non-essential communication):	Other:		



Email Address (non-essential communication):

# **Diabetes Medical Management Plan**

STUDENT LAST NAME: FIRST NAME: DOB:

3. SELF-MANAGEME	ENT SKILLS (DEFINITIONS BI	LOW	Full Owner	Cumarilala	Calf Car-
N = 14 ': '			Full Support	Supervision	Self-Care
Glucose Monitoring:	Meter CGM □(Requires Calibration)				
Carbohydrate Counting	Call Education Calls, allong				
nsulin Administration:	Syringe				
	Pen Pump				H
Can Calculate Insulin Doses	Tump				
Glucose Management:	Low Glucose High Glucose				
Self-Carry Diabetes Supplies Smart Phone: ☐ Yes ☐ No	s:	s:			- 11-52
Device Independence: ☐ CG☐ Connects/Disconnects ☐	M ☐ Interpretation & Alarm Managem Temp Basal Adjustment ☐ Interpreta	ent ☐ Sensor Insertion tion & Alarm Managemer	☐ Calibration ☐ nt ☐ Site Insertion	Insulin Pumps  Cartridge C	☐ Bolus Change
Supervision: Trained staff to	ned by school nurse and trained staff (a assist & supervise. Guide & encourage s independently. Support is provided up	independence.			
4. STUDENT RECOG	NITION OF HIGH OR LOW G	LUCOSE SYMPTO	MS (CHECK A	LL THAT AI	PPLY)
□ Abdominal Discomfort □ Symptoms of Low: □ None □ Hungry □ Shal	ttion ☐ Fatigued/Tired/Drowsy ☐ Heal Nausea/Vomiting ☐ Fruity Breath ☐ ky ☐ Pale ☐ Sweaty ☐ Tired/Sleepy ☐ Confusion ☐ Personality Changes ☐	Unaware ☐ Other:  / ☐ Tearful/Crying ☐ D		hed Skin	
las student been admitted	sness, experienced a seizure or requi d for DKA after diagnosis: ☐ Yes ☐ N			of last event:	
5. GLUCOSE MONIT	ORING AT SCHOOL				
	ysical Complaints/Illness (include keton Physical Activity			ns	
CONTINUOUS GLUCOSE I	MONITORING (CGM)	Please:			
Specify Brand & Model:		1	cess to viewing dev		
Specify Viewing Equipment:	☐ Device Reader ☐ Smart Phone art Watch ☐ iPod/iPad/Tablet	sharing	School Wi-Fi for ser		tion and dat
☐ CGM is remotely monitor Document individualized or other plan to minimize	red by parent/guardian. communication plan in Section 504 interruptions for the student. ring/treatment/insulin dosing unless	Perform finger stick Glucose reading is If CGM is still read 15 minutes follow	s below mg ding below ing low treatment	n/dL or above mg/dL (DEFAU	_
CGM Alarms:			slodged or sensor re		allable.
_ow alarm mg/d	IL	· ·	la for more informat re inconsistent or in		f alerts/alarm
	IL if applicable	Dexcom does not     Libre displays Che	have both a number eck Blood Glucose system with Guardia	er and arrow pr Symbol	
☐ Section 1-5 completed	by Parent/Guardian		i <b>an if glucose is:</b> g/dL (<55 mg/dL DB g/dL (>300 mg/d DB		
		above m	grac (2000 mg/d Di	_i AOLi)	
Name of Health Care Provid	er/Clinic	Cor	tact #:	Fax #:	

Other:



STUDENT LAST NAME: FIRST NAME: DOB:

6. INSULIN DOSES AT SCHOOL - HEAITHCARE PROVIDER TO COMPLETE

6. INSULIN DOSES AT SCHOOL - HEALTHO	ARE PROVIDER TO COMPLETE
Insulin Administered Via:  ☐ Syringe ☐ Insulin Pen (☐ Whole Units ☐ Half Units) ☐ i-Port ☐ Smart Pen ☐ Other	<ul> <li>☐ Insulin Pump (Specify Brand &amp; Model: )</li> <li>☐ Insulin Pump is using Automated Insulin Delivery (automatic dosing) using an FDA-approved device</li> <li>☐ Insulin Pump is using DIY Looping Technology (child/parent manages device independently, nurse will assist with all other diabetes management)</li> </ul>
□ DOSING to be determined by Bolus Calculator in insulir event of device failure (provide insulin via injection using	pump or smart pen/meter unless moderate or large ketones are present or in the dosing table in section 6A).
Insulin Administration Guidelines Insulin Delivery Timing: Pre-meal insulin delivery is importa students that demonstrate unpredictable eating patterns of their meal.	ant in maintaining good glucose control. Late or partial doses are used with r refuse food. Provide substitution carbohydrates when student does not complete
<ul> <li>□ Prior to Meal (DEFAULT)</li> <li>□ After Meal as soon as possible and within 30 minutes</li> <li>□ Snacking avoid snacking hours (DEFAULT 2 howards)</li> </ul>	urs) before and after meals
Partial Dose Prior to Meal: (preferred for unpredictable ea	ating patterns using insulin pump therapy)
<ul> <li>□ Calculate meal dose using grams of carbohydra</li> <li>□ Follow meal with remainder of grams of carbohydrates (</li> <li>□ May advance to Prior to Meal when student demonstrated</li> </ul>	may not be necessary with advanced hybrid pump therapy)
For Injections, Calculate Insulin Dose To The Nearest:	
$\Box$ Half Unit (round down for < 0.25 or < 0.75 and round up $\Box$ Whole Unit (round down for < 0.5 and round up for ≥ 0.5)	
Supplemental Insulin Orders:  Check for KETONES before administering insulin dose student complains of physical symptoms. Refer to section	
$\square$ Parents/guardians are authorized to adjust insulin dose	+/- units
☐ Insulin dose +/- units	
☐ Insulin dose +/- %	
☐ Insulin to Carb Ratio +/- grams/units	
☐ Insulin Factor +/- mg/dL/unit	
Additional guidance on parent adjustments:	

Name of Health Care Provider/Clinic:	Contact #:	Fax #:	
Email Address (non-essential communication):	Other:		



STUDENT LAST NAME:

FIRST NAME:

DOB:

6A. DOSING TABLE—HEALTHCARE PROVIDER TO COMPLETE - SINGLE PAGE UPDATE ORDER FORM

Insulin: (administered for food and/or correction)

Rapid Acting Insulin: | Humalog/Admelog (Lispro), Novolog (Aspart), Apidra (Glulisine) | Other:

Ultra Rapid Acting Insulin: | Fiasp (Aspart) | Lyumjev (Lispro-aabc) | Other:

Other insulin: | Humulin R | Novolin R

Meal & Times | Food Dose | Glucose Correction Dose | PE/Activity Day Dose

Meal & Times	Food Dose		Glucose Corre		☐ PE/Activity Day Dose	
Select if dosing is required for meal	☐ Carbohydrate Ratio: Total Grams of Carbohydrate divided by Carbohydrate Ratio = Carbohydrate Dose	☐ Fixed Meal Dose	Formula: (Pre-Meal Glucose Re Glucose) divided by Correctio  May give Correction dose ev needed (DEFAULT 3 hours)	n Factor = Correction Dose	Adjust:  Carbohydra  Total Dose Indicate dose in below:	
∐ Breakfast	Breakfast Carb Ratio = g/unit	Breakfast units	☐ Target Glucose is:  Correction Factor is:  ☐ No Correction dose	mg/dL & mg/dL/unit	Carb Ratio Subtract Subtract	g/unit % units
☐ AM Snack	AM Snack Carb Ratio = g/unit	AM Snack units	☐ Target Glucose is:  Correction Factor is:	mg/dL & mg/dL/unit	Carb Ratio Subtract	g/unit %
	☐ No Carb Dose ☐ No Insulin	if < grams	☐ No Correction dose	<del></del>	Subtract	units
Lunch	Lunch Carb Ratio = g/unit	Lunch units	☐ Target Glucose is:  Correction Factor is:  ☐ No Correction dose	mg/dL & mg/dL/unit	Carb Ratio Subtract Subtract	g/unit % units
☐ PM Snack	PM Snack Carb Ratio = g/unit	PM Snack units	☐ Target Glucose is:  Correction Factor is:	mg/dL & mg/dL/unit	Carb Ratio Subtract	g/unit %
	☐ No Carb Dose ☐ No Insulin	if < grams	☐ No Correction dose		Subtract	units
☐ Dinner	Dinner Carb Ratio = g/unit	<b>Dinner</b> units	☐ Target Glucose is:  Correction Factor is:	mg/dL & mg/dL/unit	Carb Ratio Subtract	g/unit %
y			■ No Correction dose		Subtract	units
6B. CORRI	ECTION SLIDING SCA	LE				
☐ Meals Only to to to	☐ Meals and Snacks ☐ E  mg/dL = units  mg/dL = units  mg/dL = units	very hour to to	mg/dL = unit	ts to	mg/dL = mg/dL = mg/dL =	units units units
6C LONG	ACTING INSULIN					
□ La □ Le	ntus, Basaglar, Toujeo (Glargine) vemir (Detemir) esiba (Degludec)		☐ Daily Dose ☐ Overnight Fiel ☐ Disaster/Emer		Subcu	taneously
6D. OTHER	R MEDICATIONS		ALC: NO			
	etformin		☐ Daily Dose ☐ Overnight Fiel units ☐ Disaster/Emer		Route	

Signature is required here if sending ONLY this one-page dosing update.

Diabetes Provider Signature:

Date:

Name of Heal	th Care Pr	ovider/Clinic:
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Email Address (non-essential communication):

Contact #:

Fax #:

Other:



STUDENT LAST NAME: FIRST NAME: DOB:

7. LOW GLUCOSE PREVENTION (HYPOGLYCEMIA)
Allow Early Interventions
☐ Allow Mini-Dosing of carbohydrate (i.e.,1-2 glucose tablets) when low glucose is predicted, sensor readings are dropping (down arrow) at mg/dL (DEFAULT 80 mg/dL or 120 mg/dL prior to exercise) or with symptoms.
☐ Allow student to carry and consume snacks ☐ School staff to administer
☐ Allow Trained Staff/Parent/Guardian to adjust mini dosing and snacking amounts (DEFAULT)
Insulin Management (Insulin Pumps)
Temporary Basal Rate Initiate pre-programmed rate as indicated below to avoid or treat hypoglycemia.
☐ Pre-programmed Temporary Basal Rate Named (Omnipod)
☐ Temp Target (Medtronic) ☐ Exercise Activity Setting (Tandem) ☐ Activity Feature (Omnipod 5)
Start: minutes prior to exercise for minutes duration (DEFAULT 1 hour prior, during, and 2 hours following exercise).
Initiated by: ☐ Student ☐ Trained School Staff ☐ School Nurse
☐ May disconnect and suspend insulin pump up to minutes (DEFAULT 60 minutes) to avoid hypoglycemia, personal injury with certain physical activities or damage to the device (keep in a cool and clean location away from direct sunlight).
Exercise (Exercise is a very important part of diabetes management and should always be encouraged and facilitated).
Exercise Glucose Monitoring  ☐ prior to exercise ☐ every 30 minutes during extended exercise ☐ following exercise ☐ with symptoms
Delay exercise if glucose is < mg/dL (120 mg/dL DEFAULT)
Pre-Exercise Routine
☐ Fixed Snack: Provide grams of carbohydrate prior to physical activity if glucose < mg/dL
☐ Added Carbs: If glucose is < mg/dL (120 DEFAULT) give grams of carbohydrates (15 DEFAULT)
□ TEMPORARY BASAL RATE as indicated above Encourage and provide access to water for hydration, carbohydrates to treat/prevent hypoglycemia, and bathroom privileges during
encourage and provide access to water for nydration, carbonydrates to treat/prevent hypoglycenila, and batthoom privileges during physical activity
8. LOW GLUCOSE MANAGEMENT (HYPOGLYCEMIA)
August 1
Low Glucose below mg/dL (below 70 mg/dL DEFAULT) or below mg/dL before/during exercise (DEFAULT is < 120 mg/dl).
<ol> <li>If student is awake and able to swallow give grams of fast acting carbohydrate (DEFAULT 15 grams). Examples include 4 ounces of juice or regular soda, 4 glucose tabs, 1 small tube glucose gel.</li> <li>School nurse/parent may change amount given</li> </ol>
2. Check blood glucose every 15 minutes and re-treat until glucose > mg/dL (DEFAULT is 80 mg/dL or 120 mg/dL before exercise).
SEVERE LOW GLUCOSE (unconscious, seizure, or unable to swallow)  Administer Glucagon, position student on their side and monitor for vomiting, call 911 and notify parent/guardian. If BG meter is available confirm hypoglycemia via BG fingerstick. Do not delay treatment if meter is not immediately available. If wearing an insulin pump, place pump in suspend/stop mode or disconnect tubing from infusion site. Keep pump with student.
☐ Gvoke PFS (prefilled syringe) by SC Injection ☐ 0.5 mg ☐ 1.0 mg
☐ Gvoke HypoPen (auto-injector) by SC Injection ☐ 0.5 mg ☐ 1.0 mg
☐ Gvoke Kit (ready to use vial and syringe, 1mg/0.2 ml) by SC injection
☐ Zegalogue (dasiglucagon) 0.6 mg SC by Auto-Injector ☐ Zegalogue (dasiglucagon) 0.6 mg SC by Pre-Filled Syringe
☐ Baqsimi Nasal Glucagon 3 mg

Name of Health Care Provider/Clinic:	Contact #:	Fax #:	
Email Address (non-essential communication):	Other:		



STUDENT LAST NAME: DOB:

### 9. HIGH GLUCOSE MANAGEMENT (HYPERGLYCEMIA)

Management of High Glucose over

mg/dL (Default is 300 mg/dL OR 250 mg/dl if on an insulin pump).

- 1. Provide and encourage consumption of water or sugar-free fluids. Give 4-8 ounces of water every 30 minutes. May consume fluids in classroom. Allow frequent bathroom privileges.
- 2. Check for Ketones (before giving insulin correction)
  - a. If Trace or Small Urine Ketones (0.1 0.5 mmol/L if measured in blood)
    - · Consider insulin correction dose. Refer to the "Correction Dose" Section 6.A-B. for designated times correction insulin may be given.
    - · Can return to class and PE unless symptomatic
    - · Recheck glucose and ketones in 2 hours
  - b. If Moderate or Large Urine Ketones (0.6 1.4 mmol/L or >1.5 mmol/L blood ketones). This may be serious and requires action.

☐ Send student's diabetes log to Health Care Provider (include details): If pre-meal blood glucose is below 70 mg/dL or above 240 mg/dL

- · Contact parents/guardian or, if unavailable, healthcare provider
- Administer correction dose via injection. If using Automated Insulin Delivery contact parent/provider about turning off automatic pump features. Refer to the "Blood Glucose Correction Dose" Section 6.A-B
- If using insulin pump change infusion site/cartridge or use injections until dismissal.
- No physical activity until ketones have cleared

more than 3 times per week or you have any other concerns.

- · Report nausea, vomiting, and abdominal pain to parent/guardian to take student home.
- · Call 911 if changes in mental status and labored breathing are present and notify parents/guardians.

SIGNATURES			
This Diabetes Medical Management Plan has	been approved	d by:	
Student's Physician/Health Care Provider:	Date:		
I, (parent/quardian)	give permissi	on to the school nurse or another qualified heal	th care professional or
trained diabetes personnel of (school)		to perform and carry out the	diabetes care tasks as
outlined in this Diabetes Medical Management I Management Plan to all school staff members a			
this information to maintain my child's health an professional to collaborate with my child's phys	d safety. I also g	ive permission to the school nurse or another q	
Acknowledged and received by:		Acknowledged and received by:	
Student's Parent/Guardian:	Date:	School Nurse or Designee:	Date:

Name of Health Care Provider/Clinic:	Contact #:	Fax #:	
Email Address (non-essential communication):	Other:		