

**INDIVIDUALIZED HEALTHCARE PLAN – DIABETES WITH INJECTION  
HEALTHCARE PROVIDER ORDERS**

<b>EFFECTIVE DATE:</b>	End Date:
<b>STUDENT'S NAME:</b>	Date of Birth:

<b>DIABETES HEALTHCARE PROVIDER INFORMATION</b> Name: _____		
Phone #: _____	Fax #: _____	Email _____

<b>SCHOOL:</b>	School Fax:
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<b>S</b>	<b><i>Monitor Blood Glucose</i></b> – test ... <input checked="" type="checkbox"/> If student has symptoms of high or, <b><i>without moving student</i></b> , low blood glucose <input type="checkbox"/> Before breakfast <span style="margin-left: 150px;"><input type="checkbox"/> After lunch</span> <span style="margin-left: 150px;"><input type="checkbox"/> Before exercise/PE</span> <input type="checkbox"/> Before mid-morning snack <span style="margin-left: 135px;"><input type="checkbox"/> Before afternoon snack</span> <span style="margin-left: 15px;"><input type="checkbox"/> After exercise/PE</span> <input type="checkbox"/> Before lunch <span style="margin-left: 145px;"><input type="checkbox"/> Before leaving school</span> <span style="margin-left: 15px;"><input type="checkbox"/> Other: _____</span> Where to test: <input type="checkbox"/> Classroom <input type="checkbox"/> Health office <input type="checkbox"/> Other: _____ <input checked="" type="checkbox"/> <b><i>Without moving student if has low blood glucose symptoms</i></b>
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<b>T</b>	<b><i>Routine Daily Insulin Injection:</i></b> Insulin Delivery: <input type="checkbox"/> Syringe/vial <input type="checkbox"/> Pen Type: <input type="checkbox"/> rapid acting (Humalog / NovoLog / Apidra) <input type="checkbox"/> regular or <input type="checkbox"/> other: _____ <input type="checkbox"/> Calculate insulin dose for carbohydrate intake: Give ____ unit(s) of rapid-acting insulin for ____ grams of carbohydrate. Give at: <input type="checkbox"/> breakfast <input type="checkbox"/> AM snack <input type="checkbox"/> lunch <input type="checkbox"/> PM snack <input type="checkbox"/> parties.
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<b><i>Correction insulin dose for high blood glucose:</i></b> Time to be given: <input type="checkbox"/> Before lunch <input type="checkbox"/> Other: _____ <b><i>Do not give insulin correction dose more than once every 2 to 3 hours.</i></b> <input type="checkbox"/> Use correction scale
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<input type="checkbox"/> <b><i>Standard daily insulin injection:</i></b> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Type</th> <th style="width: 25%;">Dose</th> <th style="width: 50%;">Time</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Type	Dose	Time									
Type	Dose	Time										

Blood glucose range	Insulin units

**Check ketones** if nausea, vomiting or abdominal pain OR if blood glucose >300 twice when tested 2 hours apart.

- Give \_\_\_\_\_ of rapid-acting insulin for moderate ketones, or \_\_\_\_\_ for large.
- Repeat ketone test in 2 hours, and repeat additional insulin as above if moderate or large ketones are still present.

<b>U</b>	<input type="checkbox"/> Use Formula to calculate correction dose (Blood glucose- _____ ÷ _____) = _____ units of insulin. <input type="checkbox"/> Carbohydrate coverage and pre-meal correction doses may be combined. <input type="checkbox"/> If BG <70 before a meal treat with carbohydrate per algorithm.
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<b>S</b>	<b><i>Exercise and Sports</i></b> <input type="checkbox"/> Student should monitor blood glucose hourly.
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<b>T</b>	<b><i>Parent/Guardian Authority to Adjust Insulin Dose</i></b> Dose adjustment allowed up to 20% higher or lower <input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>U</b>	<b><i>Other Health Concerns and Medications</i></b>
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Other health concerns: _____	Allergies: _____
<input type="checkbox"/> Glucagon Dose: _____ IM or SC per thigh or arm	<input type="checkbox"/> Oral diabetes medication(s)/dose: _____ Times to be given: _____
<input type="checkbox"/> Other medication(s)/dose: _____ Times to be given: _____	<input type="checkbox"/> _____ Times to be given: _____

<b><i>HCP Assessment of Student's Diabetes Management Skills:</i></b> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Skill</th> <th style="width: 20%;">Independent</th> <th style="width: 20%;">Needs supervision</th> <th style="width: 35%;">Cannot do</th> </tr> </thead> <tbody> <tr><td>Check blood glucose</td><td> </td><td> </td><td> </td></tr> <tr><td>Count carbohydrates</td><td> </td><td> </td><td> </td></tr> <tr><td>Calculate insulin dose</td><td> </td><td> </td><td> </td></tr> <tr><td>Injection</td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Skill	Independent	Needs supervision	Cannot do	Check blood glucose				Count carbohydrates				Calculate insulin dose				Injection				<b>Note</b>    
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<b>HEALTHCARE PROVIDER</b>	Date: _____
<b>SIGNATURE/STAMP:</b>	

<b>UPDATED</b> Change	Date	Initials
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INDIVIDUALIZED HEALTHCARE PLAN – DIABETES WITH PUMP  
HEALTHCARE PROVIDER ORDERS

<b>EFFECTIVE DATE:</b>		End Date:																														
<b>STUDENT'S NAME:</b>		Date of Birth:																														
<b>DIABETES HEALTHCARE PROVIDER INFORMATION</b> Name:																																
Phone #:		Fax #:	Email																													
<b>SCHOOL:</b>		School Fax:																														
STUDENTS WITH DIABETES TREATED BY PUMP	<b>Monitor Blood Glucose</b> – test ... <input checked="" type="checkbox"/> If student has symptoms of high or low blood glucose <input type="checkbox"/> Before breakfast <input type="checkbox"/> Before mid-morning snack <input type="checkbox"/> Before lunch <input type="checkbox"/> All test results should be entered into pump to determine need for bolus correction. Where to test: <input type="checkbox"/> Classroom <input type="checkbox"/> Health office <input type="checkbox"/> Other: _____ <input checked="" type="checkbox"/> <b>Without moving student if has low blood glucose symptoms</b>																															
	<b>Insulin Pump Information</b> <input type="checkbox"/> Humalog or NovoLog or Apidra by pump Basal rates during school: _____ <input type="checkbox"/> Place pump on suspend when blood glucose is less than ____mg/dl and re-activate it when blood glucose is at least ____mg/dl. <p style="text-align: center;"><b>Pump settings should not be changed by school staff.</b></p>																															
	<b>Carbohydrate Bolus</b> Give 1 unit of insulin per _____ gm carbohydrate at breakfast _____ gm carbohydrate at AM snack _____ gm carbohydrate at lunch _____ gm carbohydrate at PM snack Bolus should occur: <input type="checkbox"/> before eating, or <input type="checkbox"/> other: _____	<b>Correction Bolus for Hyperglycemia</b> Time to be given: <input type="checkbox"/> Before lunch <input type="checkbox"/> Other: _____ <b>Do not give correction dose of insulin more than once every 2 to 3hrs</b> <ul style="list-style-type: none"> <li>Give ____ units of insulin for each ____mg/dl of blood glucose with a target blood glucose of ____mg/dl.</li> <li><b>Check ketones</b> if nausea, vomiting or abdominal pain OR if blood glucose &gt;300 twice when tested 2 hours apart.</li> <li><b>Via syringe.</b> give _____ rapid-acting insulin for moderate ketones, or _____ for large. Repeat blood glucose test in 2 hours, and repeat additional insulin as above if moderate or large ketones are still present.</li> </ul> <input type="checkbox"/> If BG <70 before a meal treat with carbohydrate per algorithm.																														
	If infusion set comes out or needs to be changed: <input type="checkbox"/> Change set at school <input type="checkbox"/> Insulin via syringe every 3 hours																															
	<b>Exercise and Sports with Pump</b> Temporary Basal Decrease: <input type="checkbox"/> No <input type="checkbox"/> Yes (____% or ____ units for ____ minutes or <input type="checkbox"/> duration of exercise) <input checked="" type="checkbox"/> Student should monitor blood glucose hourly.																															
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<b>UPDATED</b> Change		Date	Initials																													

STUDENT'S NAME: \_\_\_\_\_

- Student's usual LOW blood glucose symptoms:**
- \_ Shaky or jittery
  - \_ Sweaty
  - \_ Hungry
  - \_ Pale
  - \_ Headache
  - \_ Blurry vision
  - \_ Sleepy
  - \_ Dizzy
  - \_ Uncoordinated
  - \_ Irritable, nervous
  - \_ Argumentative
  - \_ Combative
  - \_ Changed personality
  - \_ Changed behavior
  - \_ Unable to concentrate
  - \_ Weak, lethargic

### ALGORITHMS FOR BLOOD GLUCOSE RESULTS

CHECK BLOOD GLUCOSE

- Student's usual HIGH blood glucose symptoms:**
- Hyperglycemia*
- \_ Increased thirst, dry mouth
  - \_ Frequent or increased urination
  - \_ Change in appetite, nausea
  - \_ Blurry vision
  - \_ Fatigue
  - \_ Other
- Emergency levels*
- \_ Extreme thirst
  - \_ Nausea, vomiting
  - \_ Severe abdominal pain
  - \_ Fruity breath
  - \_ Heavy breathing, shortness of breath
  - \_ Increasing sleepiness, lethargy

**BELOW 70**

**70 – 90**

**91-125**

**126-300**

**ABOVE 300**

1. Give 15 gm fast-acting carbohydrate without insulin coverage.
2. Observe for 15 minutes then retest blood glucose.
  - a. If less than 70, repeat 15 gm carbohydrate and retest in 15 min.
  - b. If over 70 and not eating a meal within an hour, give carbohydrate and protein snack without insulin coverage.
3. Notify school nurse and parent if no improvement
4. Student should not exercise.

1. If prior to exercise or immediately following strenuous activity and **NO** meal/snack is planned within 30 minutes, give 15 gm carbohydrate and protein snack.
2. If **NOT** exercise-related and student is *symptomatic*, observe and recheck in 15 minutes.
3. If **NOT** exercise-related and is **NOT** symptomatic, return to class.

Student may eat before exercising or recess.

No action needed.

- STUDENT TREATED BY PUMP**
1. If 2-3 hours since last bolus, treat with correction bolus via pump. Re-check in 2- 3 hrs. Trouble shoot pump function.
    - Check for redness at site, tubing for kinks or air bubble, insulin supply
  2. If blood glucose still  $\geq 300$  mg/dl and not explained, check ketones:
    - a. If ketones are absent or small, encourage exercise and water
    - b. If ketones moderate or large:
      - Give insulin correction dose per orders **via syringe**.
      - No exercise; encourage water
  3. Change infusion set or continue insulin injections every 2-3 hours via syringe.
  4. Notify school nurse and parent
  5. **Provide free, unrestricted access to water and the restroom.**

- STUDENT TREATED BY INJECTION**
1. Use correction scale or formula at lunch or every 2-3 hours
  2. Check ketones if symptoms or if blood glucose  $>300$  twice in a row:
    - a. If ketones are absent or small, encourage exercise and water
    - b. If ketones moderate or large:
      - No exercise; give water
      - Add units of insulin per orders
  3. Notify school nurse and parent
  4. **Provide free, unrestricted access to water and the restroom.**

**CALL 911 if the student vomits, becomes lethargic and/or has labored breathing.** Notify school nurse, parent and HCP.

- CALL 911 if student becomes unconscious, has seizures, or is unable to swallow**
- o Turn student on side to ensure open airway
  - o Give glucagon as ordered. Keep student in recovery position on side.
  - o If on insulin pump, either place it in 'suspend' or stop mode, disconnect it at the pigtail or clip, or cut tubing. If pump was removed, send it with EMS to the hospital.
  - o Notify school nurse, parent and HCP
  - o Wait 15 minutes; if no response, repeat glucagon.
    - o If responsive, offer juice. Wait 15 minutes and give protein & carbohydrate snack.

- 15 GM FAST-ACTING CARBOHYDRATE =**
- ½ c. juice
  - 3-4 glucose tablets
  - Tube of glucose gel
  - ½ c. regular (not diet) soda
  - 6-7 small sugar candies (to chew)
  - 1 c. skim milk
- Do not give chocolate**

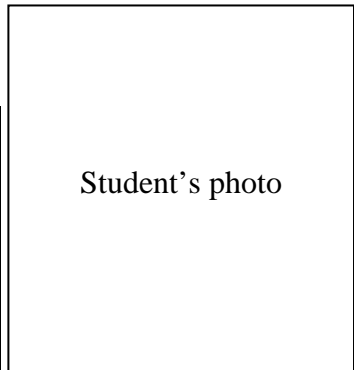
**EXERCISE AND SPORTS**

- ✓ Assure has quick access to water for hydration, fast-acting carbohydrates, snacks and monitoring equipment.
- ✓ Student should not exercise if blood glucose level is below 70 mg/dl or if has moderate to large ketones.

**\*Never send a child with suspected low blood glucose anywhere alone.\***

# INDIVIDUALIZED HEALTHCARE PLAN - DIABETES

## SCHOOL AND PARENT PART



<b>STUDENT'S NAME:</b>		<b>PLAN EFFECTIVE DATE:</b>		Student's photo	
<i>Diabetes information</i> Date of Diagnosis:					
<input type="checkbox"/> Diabetes Type 1 <input type="checkbox"/> Diabetes Type 2 <input type="checkbox"/> Other					
<b>SCHOOL INFORMATION</b>					
Grade:      Teacher:		504 plan on file: <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>CONTACT INFORMATION:</b>					
<b>Parent/Guardian 1:</b>		Name		Call first <input type="checkbox"/>	
Phone numbers:	Home	Work	Cell	Other	
<b>Parent/Guardian 2:</b>		Name		Call first <input type="checkbox"/>	
Phone numbers:	Home	Work	Cell	Other	
<b>Other/emergency:</b>		Name:		Relationship:	
Phone numbers:	Home	Work	Cell	Other	
<b>Additional Times to Contact Parent...</b>		Student treated by <b>pump</b> :			
Student treated by <b>injection</b>		<input type="checkbox"/> Blood Glucose test out of target range <input type="checkbox"/> Carbohydrate bolus <input type="checkbox"/> Correction bolus <input type="checkbox"/> Infusion set comes out/needs to be replaced			
<input type="checkbox"/> Blood Glucose test out of target range <input type="checkbox"/> Routine Daily Insulin injections <input type="checkbox"/> Correction dose					
<b>STUDENT DIABETES SELF-MANAGEMENT PLAN</b>					
Student will manage diabetes independently <input type="checkbox"/> <b>Student has signed Agreement for Student Independently Managing Diabetes</b>		Trained staff will supervise student self-care <input type="checkbox"/> Verify blood glucose test <input type="checkbox"/> Check carbohydrate count <input type="checkbox"/> Confirm dose <input type="checkbox"/> Supervise insulin self-injection <input type="checkbox"/> Monitor bolus administration <input type="checkbox"/> Trouble shoot pump alarms, malfunction <input type="checkbox"/> Watch infusion set change		Trained staff will provide care <input type="checkbox"/> Test blood glucose <input type="checkbox"/> Count carbohydrates <input type="checkbox"/> Calculate insulin dose and inject as above <input type="checkbox"/> Provide insulin injection <input type="checkbox"/> Administer bolus <input type="checkbox"/> Trouble shoot pump alarms, malfunction <input type="checkbox"/> Change infusion set	
<b>FOOD PLAN</b>	Time	Notes	Monitor/Remind Student		Food at a classroom/school party: <input type="checkbox"/> Student will eat treat <input type="checkbox"/> Replace the treat with a parent-supplied alternative <input type="checkbox"/> Put in baggie to take home with teacher note <input type="checkbox"/> Student should not eat treat <input type="checkbox"/> Modify the treat as follows:
			Yes	No	
Breakfast					
Morning snack					
Lunch					
Afternoon snack					
Extra snack	Before exercise				
	After exercise				
<b>BUS TRANSPORTATION PLAN</b>				<input type="checkbox"/> Student may test blood glucose and self-manage diabetes while on the bus.	
Bus transportation: <input type="checkbox"/> To school <input type="checkbox"/> Home					
<input type="checkbox"/> Test blood 10-20 minutes before boarding school bus home. <b>Student must have blood glucose &gt; 70 mg/dl to board bus</b> ; if $\leq 70$ , provide care based on algorithm and call to have student picked up. <input type="checkbox"/> Blood test not required.					
<b>FIELD TRIPS</b>					
<input checked="" type="checkbox"/> <b>School nurse to be notified two weeks before the field trip to assure qualified personnel are available.</b> <input type="checkbox"/> All diabetes supplies are taken and care is provided according to this Plan (copy to accompany trip). <input type="checkbox"/> Lunch and snack times should not change.					
<b>SCHEDULED AFTER- OR BEFORE-SCHOOL ACTIVITIES</b>				List of clubs, sports, etc. that student anticipates:	
If parent wants trained staff coverage for an activity, parent will notify school nurse two weeks before it begins					

## ADDITIONAL NOTES

STUDENT'S NAME:

PLAN EFFECTIVE DATE:

Means student uses this item **AND** parent will provide.

**Blood Glucose Test Kit**

Meter     Sharps container     cotton balls  
 Test strips     Anti-bacterial cleaner/alcohol swabs     spot band-aids

Glucose meter brand/model: \_\_\_\_\_

**Insulin**

Treatment by Injection

Insulin pen     Pump syringe     Sof-serter  
 Pre-filled syringes (labeled per dose)     Pump tubing/needle     Insulin vial and syringes  
 Insulin vials and syringes     Batteries     Tape

Infusion set type: \_\_\_\_\_

Treatment by Pump

Pump type

Medtronic MiniMed     Animas     Omnipod  
[www.minimed.com](http://www.minimed.com)    [www.animas.com](http://www.animas.com)    [www.myomnipod.com](http://www.myomnipod.com)  
 (800) 826-2099    (877) 767-7373    (800) 591-3455

**Low Blood Glucose (5-day supply)**

Fast-acting carbohydrate drink (apple juice, orange juice, regular soda pop – NOT diet), ≥ 6 containers  
 Pre-packaged snacks (e.g., crackers with cheese or peanut butter, nite bite), ≥ 5 servings  
 Supply of fast-acting glucose at least equal to 15 gm per day for 5 days (e.g., ≥ 75 gm total)

**Glucagon Kit**

**High Blood Glucose**

Urine ketone test strips/bottle       Urine cup     Water bottle    (Timing device may be wall clock or watch)

**3-day Disaster Kit**

Complete daily insulin dose schedule (separate page)     Other medications, including glucagon kit  
 Blood glucose test kit (testing strips, lancing device, lancets, meter batteries)     Urine ketone strips/plastic cup  
 Vial of insulin and 6 syringes; insulin pens and supplies     Antiseptic wipes or hand sanitizer  
 Insulin pump and pump supplies     3-day food supply with meal plan  
 Hypoglycemia treatment supplies, ≥ 3 episodes     Other:

**Other**

SUPPLY LOCATIONS	SUPPLY LIST				SUPPLY LOCATIONS			
	With student	In classroom	In health office	Other	With student	In classroom	In health office	Other
Daily breakfast, snacks and lunch					Blood glucose test kit Extra kit			
Extra snacks					Pump supplies			
Low blood glucose supplies					Insulin Daily use Extra/emergency			
High blood glucose supplies					Disaster Disaster food			
Other								

## SIGNATURES

As parent/guardian of the above-named student, I give permission for the school nurse and/or other trained staff of \_\_\_\_\_ (school) to perform and carry out the diabetes care tasks as outlined in this Individualized Healthcare Plan.

- I have reviewed this plan and agree with the indicated instructions. I understand that the school is not responsible for equipment loss or damage, or expenses associated with these treatments and procedures.
- I understand that the information contained in this plan will be shared with other school staff on a need-to-know basis.
- I understand that the school nurse may contact my child's physician/health care provider and discuss my child's care related to this plan.
- I will notify the school nurse whenever there is any change in my child's health status or care.
- My child and I are responsible for maintaining the necessary supplies, snacks, blood glucose meter, medications and other equipment.

Student's parent/guardian \_\_\_\_\_ Date \_\_\_\_\_ Student's parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

School nurse \_\_\_\_\_ Date \_\_\_\_\_

## AGREEMENT FOR STUDENTS INDEPENDENTLY MANAGING THEIR DIABETES

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

### Student

- I agree to dispose of any sharps either by keeping them in my kit and taking them home, or placing them in the sharps container provided at school.
- If so indicated in my Individualized Healthcare Plan, I will notify the health office if my blood sugar is below \_\_\_\_\_ mg/dl or above \_\_\_\_\_ mg/dl.
- I will not allow any other person to use my diabetes supplies.
- I plan to keep my diabetes supplies:
  - With me
  - In the school health office
  - In an accessible and secure location (\_\_\_\_\_)
- I will seek help in managing my diabetes from \_\_\_\_\_ if I need it.
- I understand that the freedom to manage my diabetes independently is a privilege and I agree to abide by this contract.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent/Guardian

- I agree that my child can self-manage his/her diabetes and can recognize when he/she needs to seek help from a staff member.
- I authorize my child to carry and self-administer diabetes medications and management supplies and I agree to release the school district and school personnel from all claims of liability if my child suffers any adverse reactions from self-management or storage of diabetes medications and blood glucose management products.
- I will provide back-up supplies to the health office for emergencies.
- I understand that this contract is in effect for the current school year unless revoked by my son/daughter's physician or my son/daughter fails to meet the above safety guidelines.

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### School nurse

- I will assure that school staff members that have the need to know about the student's condition and the need to carry their diabetes supplies with them have been notified.

School Nurse's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Based on a form posted on the Colorado Kids with Diabetes website (<http://www.coloradokidswithdiabetes.org/index.php/Nurse-Files.html>)

# INDIVIDUALIZED HEALTHCARE PLAN - DIABETES

## SCHOOL NURSE AND PARENT-AUTHORIZED TRAINED STAFF COVERAGE **WORKSHEET**

**School nurse will be on-site**

	Mon	Tue	Wed	Thurs	Fri
First period					
Second period					
Third period					
Fourth period					
Fifth period					
Sixth period					
Seventh period					
Field Trip					
Before school starting __ AM					
After school ending __ PM					
Other					

Notes/comments:

**Schedule for Parent-Authorized Trained Staff**

Staff person's Name	Day(s) responsible	Time(s) responsible	Contact phone
	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F	From:            To: or Period:	
	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F	From:            To: or Period:	
	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F	From:            To: or Period:	
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	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F	From:            To: or Period:	
	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F	From:            To: or Period:	
	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F	Before school starting ____AM	
	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F	After school ending _____PM	
	Field trip		
	Other		
	Other		

Attach if needed

- Delegation training completion
- Parent delegation authorization

## ALASKA INDIVIDUALIZED HEALTHCARE PLAN – DIABETES WITH INJECTION OR WITH PUMP

### *Instructions*

#### **Purposes:**

This healthcare plan is for all students with diabetes that monitor blood glucose at school and/or are on insulin or other hypoglycemic medication and/or have a glucagon prescription.

1. Healthcare providers should use it to prescribe a particular treatment regimen including medication(s) for school (HEALTHCARE PROVIDER ORDERS pages)
  - a. It documents the ability level of the student to self-manage their diabetes.
  - b. It provides the medical parameters for management of an individual student's diabetes in the school setting.
2. It describes the standard of care for school staff to follow based on blood glucose test results and is the *Emergency Care Plan* for students with diabetes. (ALGORITHMS FOR BLOOD GLUCOSE RESULTS page) NOTE: The standard of care represents the care to follow in most cases; any individualization of clinical care for the student will be reflected in the HEALTHCARE PROVIDER ORDERS.
3. School nurses and parents should use it to plan and implement individualized health interventions in the school setting, based on the Healthcare Provider Orders page. (SCHOOL AND PARENT PART pages)
  - a. To support quality assurance of school health services.
  - b. To document parental wishes for diabetes management-related contact by school staff.
  - c. To document diabetes supplies needed at school, their locations and parental responsibility for maintaining certain supplies at school.
  - d. To facilitate a safe process for the delegation of diabetes-management tasks to trained unlicensed school staff, as needed.
4. School nurses and parents *may* use it to identify times when the school nurse will not be available to provide diabetes management assistance and plan for coverage by trained school staff. (SCHOOL NURSE AND PARENT-AUTHORIZED TRAINED STAFF COVERAGE WORKSHEET)

While current, this form should be kept in the school health office or with the staff member who is assisting with the health management of the student.

#### **Process:**

1. Healthcare provider completes either the WITH INJECTION or the WITH PUMP page of the form to describe anticipated medications/treatment needs for the entire school year, and sends it to the school nurse (if known) and/or the student's parent to bring into the school.
  - a. If medications and/or treatment change during the school year, a new form should be completed. Fax only the page with new orders to the school.
  - b. Most categories are self-explanatory. On either form, check all boxes that apply and add information as appropriate.

#### DIABETES WITH INJECTION notes:

- In the *Routine Daily Insulin Injection* box, there are three options for Type. NPH and Lantis are examples of "other." The relevant doses/times for these injections would be listed in the "Standard daily insulin injection" table.
- Instructions in the *Correction insulin dose for high blood glucose* box are for a routine day as correction dosing is generally given at mealtime, which means that:
  - Action directed by the algorithm page supersedes "before lunch only" when it is checked because it is based on the student's symptoms and blood glucose levels.



- The “Do not give insulin correction dosing more often than every 2 to 3 hours” statement applies to symptomatic treatment based on blood glucose levels in most instances.
  - In the *Parent/Guardian Authority to Adjust Insulin Dose* box, parental authority to adjust the dose up to 20% higher or lower allows the parent to recommend dose adjustments to the nurse which the nurse could follow without contacting the health care provider **if the dose is within 20% of the range ordered by the provider**. If the dose recommended by the parent falls outside of the range, either higher or lower, the nurse would need to contact the health care provider to verify the dose.
- c. Healthcare provider signs and dates the WITH INJECTION or WITH PUMP page and faxes or sends the orders to the school.
2. While meeting with the school nurse, the parent uses the boxes at the top of the ALGORITHMS page to indicate which of the symptoms of low and high blood sugar generally occur for their child.
3. Together, the school nurse, parent and the student, if student is self-managing his/her diabetes, complete the SCHOOL AND PARENT PART of the form.
- a. Most categories are self-explanatory. Check all boxes that apply and add information as appropriate.
- In the *Student Diabetes Self-Management Plan* box:
    - The repeated skills list (from the healthcare provider section) allows parent input and school nurse assessment of the student skill level and the level of supervision or assistance needed. If the student skill level increases during the school year, this section allows the school nurse and parent to adjust the self-management plan accordingly.
    - “Trained staff” (right-side column) in this instance includes the school nurse.
    - For “Change infusion set” under “Trained staff will provide care”, the school nurse is typically **the only** trained staff changing the infusion set for a student on a pump. Add this comment when needed.
  - The SUPPLY LIST is intended to promote best practice. Generally, it should be interpreted by the nurse and the parent as a guide.
  - If the parent is unable to provide urine ketone test strips, contact the American Diabetes Association (907 272-1424). They will send some.
- b. Parents and School Nurse sign and date the SCHOOL AND PARENT PART. If student will be self-managing, student signs the STUDENT SELF-MANAGEMENT AGREEMENT.
- c. Update as needed and/or on a yearly basis.
4. The school nurse may use the WORKSHEET page to identify times when he/she will regularly be unavailable to assist the student with diabetes management and plan for coverage by trained school staff.
5. File the entire document with student’s health record at the end of the year or upon student withdrawal.