

# REQUIREMENTS FOR DEVELOPING AN INDIVIDUALIZED HEALTHCARE PLAN FOR STUDENTS WITH DIABETES

## Parent/ Guardian will:

- Notify the appropriate school personnel of student diagnosed with diabetes.
- Educate and review diabetes treatment with student.
- Provide school with all completed forms prior to student starting the first day of school:
  1. INDIVIDUALIZED HEALTHCARE PLAN FOR DIABETES
  2. SELF-CARRY AND SELF-ADMINISTER DIABETES MEDICATION AGREEMENT-if authorized by physician in student's Individualized Healthcare Plan
- Provide the school with all prescribed medication with proper pharmacy label prior to starting school. Replace the medication after use or upon expiring.

## Student will:

- Need to know his/her diabetes signs, symptoms, care they need, restriction(s), and treatment.
- If ordered by the physician, may carry his/her own diabetes medication/supplies. It must be labeled appropriately, including the expiration date. It must be stated in the *Self-Carry and Self-Administer Diabetes Medication Agreement* where the student will carry the diabetes medication/supplies and the school location for back up.
- If authorized by physician in the student's Individualized Healthcare Plan, the parent and student will sign the ***Self-Carry and Self-Administer Diabetes Medication Agreement***.
- Notify an adult immediately if he/she is having difficulty with his/her diabetes.

## School:

- For a student with diabetes, the school will setup a meeting with the parent and appropriate school personnel to review the student's Individualized Healthcare Plan.
- School personnel are notified of the following:
  - Student(s) who have diabetes, any signs and symptoms to, instruction of care, and proper treatment.
  - The location of medication if carried by the student and the school location of the backup medication.
  - School will contact the Catholic Schools Office (CSO) if their school does not have a full-time licensed nurse. CSO will review diabetes documents for unlicensed personnel.

**INDIVIDUALIZED HEALTH CARE PLAN FOR STUDENTS WITH DIABETES  
2021-2022 SCHOOL YEAR**

*To be completed by the Parent:*

Students Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

School: \_\_\_\_\_

FATHER/GUARDIAN NAME: \_\_\_\_\_ MOTHER/GUARDIAN NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

FATHER'S EMPLOYER: \_\_\_\_\_ MOTHER'S EMPLOYER: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

**LIST PERSONS TO BE CONTACTED IN CASE OF EMERGENCY WHEN PARENT/GUARDIAN CANNOT BE REACHED**

EMERGENCY CONTACTS	
NAME: _____	NAME: _____
PHONE: _____	PHONE: _____
EMAIL: _____	EMAIL: _____
RELATIONSHIP: _____	RELATIONSHIP: _____

**Trained unlicensed school personnel: (filled in by school)**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*To be completed by the School:*

**This Diabetes Medical Management Plan has been reviewed by:**

School Nurse/Health Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Before & After Program Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(If applicable)

**Teacher notification provided by:**

School Personnel Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**INDIVIDUALIZED HEALTH CARE PLAN FOR STUDENTS WITH DIABETES  
2021-2022 SCHOOL YEAR**

*To be completed by the Physician:*

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Date of Plan: \_\_\_\_\_ Plan is valid for the 2018-2019 school year.  
Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Date of Diabetes Diagnosis: \_\_\_\_\_  type 1  type 2  Other \_\_\_\_\_  
School: \_\_\_\_\_ School Phone: \_\_\_\_\_  
Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_ Nurse: \_\_\_\_\_  
Physician: \_\_\_\_\_ Office Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

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**CHECKING BLOOD GLUCOSE**

**Brand/Model of blood glucose meter:** \_\_\_\_\_

**Target range of blood glucose:**  70-130 mg/dL  70-180 mg/dL  Other: \_\_\_\_\_

**Check blood glucose level:**

- Before breakfast     After breakfast     \_\_\_\_\_ Hours after breakfast     2 hours after a correction dose
- Before lunch     After lunch     \_\_\_\_\_ Hours after lunch     Before dismissal
- Mid-morning     Before PE     After PE     Other: \_\_\_\_\_
- As needed for signs/symptoms of low or high blood glucose     As needed for signs/symptoms of illness

**Preferred site of testing:**  Fingertip  Forearm  Thigh  Other: \_\_\_\_\_

*Note: The, fingertip should always be used to check blood glucose level if hypoglycemia is suspected.*

**Student's self-care blood glucose checking skills:**

- Independently checks own blood glucose
- May check blood glucose with supervision
- Requires school nurse or trained diabetes personnel to check blood glucose
- Uses a smartphone or other monitoring technology to track blood glucose values

**Continuous Glucose Monitor (CGM):**  Yes  No Brand/Model: \_\_\_\_\_

Alarms set for: Severe Low: \_\_\_\_\_ Low: \_\_\_\_\_ High: \_\_\_\_\_

Predictive alarm: Low: \_\_\_\_\_ High: \_\_\_\_\_ Rate of change: Low: \_\_\_\_\_ High: \_\_\_\_\_

Threshold suspend setting: \_\_\_\_\_

**INDIVIDUALIZED HEALTH CARE PLAN FOR STUDENTS WITH DIABETES  
2021-2022 SCHOOL YEAR**

*To be completed by the Physician:*

**Additional information for student with CGM**

- Confirm CFG results with a blood glucose meter check before taking action on the sensor blood glucose level. If the student has signs or symptoms of hypoglycemia, check fingertip blood glucose level regardless of the CGM.
- Insulin injections should be given at least three inches away from the CGM insertion site.
- Do not disconnect from the CGM for sports activities.
- If the adhesive is peeling, reinforce it with approved medical tape.
- If the CGM becomes dislodged, return everything to the parents/guardians. Do not throw any part away.
- Refer to the manufacturer’s instructions on how to use the student’s device.

Student’s Self-Care CGM Skills	Independent?	
The student troubleshoots alarms and malfunctions.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
The student knows what to do and is able to deal with a HIGH alarm.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
The student knows what to do and is able to deal with a LOW alarm.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
The student can calibrate the CGM.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
The student knows what to do when the CGM indicates a rapid trending rise or fall in the blood glucose level.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

The student should be escorted to the nurse if the CGM alarm goes off:    YES    NO

Other instructions for the school health team: \_\_\_\_\_  
\_\_\_\_\_

**HYPOGLYCEMIA TREATMENT**

Student's usual symptoms of hypoglycemia (list below): \_\_\_\_\_  
\_\_\_\_\_

If exhibiting symptoms of hypoglycemia, OR if blood glucose level is less than \_\_\_\_\_ mg/dL, give a quick-acting glucose product equal to \_\_\_\_\_ grams of carbohydrate.

Recheck blood glucose in 10-15 minutes and repeat treatment if blood glucose level is less than \_\_\_\_\_ mg/dL.

**Additional treatment:** \_\_\_\_\_  
\_\_\_\_\_

If the student is unable to eat or drink, is unconscious or unresponsive, or is having seizure activity or convulsions:

- Position the student on his or her side to prevent choking.
- Give glucagon:                       1 mg       1/2 mg       Other: \_\_\_\_\_
  - Route:                               Subcutaneous (SC)       Intramuscular (IM)
  - Site for glucagon injection :    Buttocks    Arm       Thigh    Other: \_\_\_\_\_
- Call 911 (Emergency Medical Services) and the student's parents/guardian.
- Contact student's health care provider.

**INDIVIDUALIZED HEALTH CARE PLAN FOR STUDENTS WITH DIABETES  
2021-2022 SCHOOL YEAR**

*To be completed by the Physician:*

**HYPERGLYCEMIA TREATMENT**

Student's usual symptoms of hyperglycemia (list below): \_\_\_\_\_

**CHECK:**

- Urine  Blood for ketones every \_\_\_\_\_ hours when blood glucose levels are above \_\_\_\_\_ mg/dL.
- For blood glucose greater than \_\_\_\_\_ mg/dL AND at least \_\_\_\_\_ hours since last insulin dose, give correction dose of insulin (see correction dose orders).
- Notify parents/guardians if blood glucose is over \_\_\_\_\_ mg/dL.
- For insulin pump users: see **Additional information for Students with Insulin Pump**.
- Allow unrestricted access to the bathroom.
- Give extra water and/or non-sugar-containing drinks (not fruit juices): \_\_\_\_\_ ounces per hour.

**Additional treatment for ketones:** \_\_\_\_\_

- Follow physical activity and sports orders. (See **Physical Activity and Sports**)
- If the student has symptoms of a hyperglycemia emergency, Call 911 (Emergency Medical Services) and contact the student's parents/guardians and healthcare provider. Symptoms of hyperglycemia emergency include: dry mouth, extreme thirst, nausea and vomiting, severe abdominal pain, heavy breathing or shortness of breath, chest pain, increasing sleepiness or lethargy, or depressed level of consciousness.

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**INSULIN THERAPY**

**Insulin delivery device:**  Syringe  Insulin pen  Insulin pump

**Type of insulin therapy at school:**  Adjustable (basal-bolus) Insulin  Fixed Insulin Therapy  No insulin

**ADJUSTABLE (Basal-bolus) INSULIN THERAPY**

• **Carbohydrate Coverage/Correction Dose:** Name of insulin: \_\_\_\_\_

• **Carbohydrate Coverage:**

Insulin-to-Carbohydrate Ratio: **Breakfast:** 1 unit of insulin per \_\_\_\_\_ grams of carbohydrate

**Lunch:** 1 unit of insulin per \_\_\_\_\_ grams of carbohydrate

**Snack:** 1 unit of insulin per \_\_\_\_\_ grams of carbohydrate

**Carbohydrate Dose Calculation Example**

$\frac{\text{Total Grams of Carbohydrates to Be Eaten}}{\text{Correction Factor}} = \text{Units of Insulin}$
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**Correction Dose:** Blood glucose correction factor (insulin sensitivity factor) = \_\_\_\_\_  
Target blood glucose = \_\_\_\_\_ mg/dL

**INDIVIDUALIZED HEALTH CARE PLAN FOR STUDENTS WITH DIABETES  
2021-2022 SCHOOL YEAR**

*To be completed by the Physician:*

**INSULIN THERAPY (continued)**

Correction Dose Calculation Example
$\frac{\text{Correct Blood Glucose} - \text{Target Blood Glucose}}{\text{Correction Factor}} = \text{Units of Insulin}$

**Correction Dose Scale** (use instead of calculation above to determine insulin correction dose):

Blood glucose \_\_\_\_\_ to \_\_\_\_\_ mg/dL, give \_\_\_\_\_ units

Blood glucose \_\_\_\_\_ to \_\_\_\_\_ mg/dL, give \_\_\_\_\_ units

Blood glucose \_\_\_\_\_ to \_\_\_\_\_ mg/dL, give \_\_\_\_\_ units

Blood glucose \_\_\_\_\_ to \_\_\_\_\_ mg/dL, give \_\_\_\_\_ units

**When to give insulin:**

***Breakfast***

- Carbohydrate coverage only
- Carbohydrate coverage plus correction dose when blood glucose is greater than \_\_\_\_\_ mg/dL and \_\_\_\_\_ hours since last insulin dose.
- Other: \_\_\_\_\_

***Lunch***

- Carbohydrate coverage only
- Carbohydrate coverage plus correction dose when blood glucose is greater than \_\_\_\_\_ mg/dL and \_\_\_\_\_ hours since last insulin dose.
- Other: \_\_\_\_\_

***Snack***

- No coverage for snack
- Carbohydrate coverage only
- Carbohydrate coverage plus correction dose when blood glucose is greater than \_\_\_\_\_ mg/dL and \_\_\_\_\_ hours since last insulin dose.
- Correction dose only: For blood glucose greater than \_\_\_\_\_ mg/dL AND at least \_\_\_\_\_ hours since last insulin dose.
- Other: \_\_\_\_\_

**Fixed Insulin Therapy**

Name of insulin: \_\_\_\_\_

- \_\_\_\_\_ Units of insulin given pre-breakfast daily
- \_\_\_\_\_ Units of insulin given pre-lunch daily
- \_\_\_\_\_ Units of insulin given pre-snack daily
- Other: \_\_\_\_\_

**INDIVIDUALIZED HEALTH CARE PLAN FOR STUDENTS WITH DIABETES  
2021-2022 SCHOOL YEAR**

*To be completed by the Physician:*

**INSULIN THERAPY (continued)**

**Parental Authorization to Adjust Insulin Dose:**

- YES**     **NO**    Parents/guardians authorization should be obtained before administering a correction dose.
- YES**     **NO**    Parents/guardian are authorized to increase or decrease correction dose scale within the following range: +/- \_\_\_\_\_ units of insulin.
- YES**     **NO**    Parents/guardian are authorized to increase or decrease insulin-to-carbohydrate ratio within the following range: \_\_\_\_\_ units per prescribed grams of carbohydrate, +/- \_\_\_\_\_ grams of carbohydrate.
- YES**     **NO**    Parents/guardian are authorized to increase or decrease fixed insulin dose within the following range: +/- \_\_\_\_\_ units of insulin.

**Student's self-care insulin administration skill**

<input type="checkbox"/> Yes <input type="checkbox"/> No	Independently calculates and gives own injections
<input type="checkbox"/> Yes <input type="checkbox"/> No	May calculate/give own injections with supervision
<input type="checkbox"/> Yes <input type="checkbox"/> No	Requires school nurse or trained diabetes personnel to calculate dose and student can give own injection with supervision
<input type="checkbox"/> Yes <input type="checkbox"/> No	Requires school nurse or trained diabetes personnel to calculate dose and give the injection.

**ADDITIONAL INFORMATION FOR STUDENT WITH INSULIN PUMP**

Brand/Model of pump: \_\_\_\_\_ Type of insulin in pump: \_\_\_\_\_

Basal rates during school: Time: \_\_\_\_\_ Basal rate: \_\_\_\_\_ Time: \_\_\_\_\_ Basal rate: \_\_\_\_\_  
 Time: \_\_\_\_\_ Basal rate: \_\_\_\_\_ Time: \_\_\_\_\_ Basal rate: \_\_\_\_\_  
 Time: \_\_\_\_\_ Basal rate: \_\_\_\_\_

Other pump instructions: \_\_\_\_\_  
 \_\_\_\_\_

Type of infusion set: \_\_\_\_\_

Appropriate infusion site(s): \_\_\_\_\_

- For blood glucose greater than \_\_\_\_\_ mg/dL that has not decreased within \_\_\_\_\_ hours after correction, consider pump failure or infusion site failure. Notify parents/guardians.
- For infusion site failure: Insert new infusion set and/or replace reservoir, or give insulin by syringe or pen.
- For suspected pump failure: Suspend or remove pump and give insulin by syringe or pen.

**INDIVIDUALIZED HEALTH CARE PLAN FOR STUDENTS WITH DIABETES  
2021-2022 SCHOOL YEAR**

*To be completed by the Physician:*

**Physical Activity**

May disconnect from pump for sports activities:  Yes, for \_\_\_\_\_ hours  No  
 Set a temporary basal rate  Yes, \_\_\_\_\_% temporary basal for \_\_\_\_\_ hours  No  
 Suspend pump use:  Yes, for \_\_\_\_\_ hours  No

Student's Self-Care Pump Skills	Independent?	
Counts carbohydrates	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Calculates correct amount of insulin for carbohydrates consumed	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Administers correction bolus	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Calculates and sets basal profiles	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Calculates and sets temporary basal rate	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Changes batteries	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Disconnects pump	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Reconnects pump to infusion set	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Prepares reservoir, pod and/or tubing	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Inserts infusion set	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Troubleshoots alarms and malfunctions	<input type="checkbox"/> YES	<input type="checkbox"/> NO

**OTHER DIABETES MEDICATIONS**

Type of Medication <input type="checkbox"/> Prescription <input type="checkbox"/> Non-Prescription		Name of Medication and Strength	
Date to Begin Medication	Date to End Medication	Time to be Given	Amount to be Given (Dosage)
Form of Medication <input type="checkbox"/> Tablet <input type="checkbox"/> Capsule <input type="checkbox"/> Liquid <input type="checkbox"/> Inhalant <input type="checkbox"/> Injection <input type="checkbox"/> Other _____			Route (ex: oral, nasal)

Type of Medication <input type="checkbox"/> Prescription <input type="checkbox"/> Non-Prescription		Name of Medication and Strength	
Date to Begin Medication	Date to End Medication	Time to be Given	Amount to be Given (Dosage)
Form of Medication <input type="checkbox"/> Tablet <input type="checkbox"/> Capsule <input type="checkbox"/> Liquid <input type="checkbox"/> Inhalant <input type="checkbox"/> Injection <input type="checkbox"/> Other _____			Route (ex: oral, nasal)



**INDIVIDUALIZED HEALTH CARE PLAN FOR STUDENTS WITH DIABETES  
2021-2022 SCHOOL YEAR**

*To be completed by the Physician:*

**MEAL PLAN**

Meal/Snack	Time	Carbohydrate Content (grams)
Breakfast		_____ to _____
Mid-morning snack		_____ to _____
Lunch		_____ to _____
Mid-afternoon snack		_____ to _____

Other times to give snacks and content/amount: \_\_\_\_\_

Instructions for when food is provided to the class (e.g., as part of a class party or food sampling event): \_\_\_\_\_

Special event/party food permitted:  Parents/guardian discretion  Student discretion

Student's Self-Care Nutritional Skills		
Independently counts carbohydrates	<input type="checkbox"/> YES	<input type="checkbox"/> NO
May count carbohydrates with supervision	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Requires school nurse/trained diabetes personnel to count carbohydrates	<input type="checkbox"/> YES	<input type="checkbox"/> NO

**PHYSICAL ACTIVITY AND SPORTS**

A quick-acting source of glucose below must be available at site for physical education activities and sports.

Source of glucose:	<input type="checkbox"/> Glucose tabs and/or <input type="checkbox"/> Sugar-containing juice
Student should eat:	<input type="checkbox"/> 15 grams <input type="checkbox"/> 30 grams of carbohydrate <input type="checkbox"/> other: _____
Times to consume:	<input type="checkbox"/> Before activity <input type="checkbox"/> Every 30min during activity <input type="checkbox"/> Every 60 min during activity <input type="checkbox"/> After physical activity <input type="checkbox"/> Other: _____

If most recent blood glucose is less than \_\_\_\_\_ mg/dL, student can participate in physical activity when blood glucose is corrected and above \_\_\_\_\_ mg/dL.

Avoid physical activity when blood glucose is greater than \_\_\_\_\_ mg/dL or if urine/blood ketones are moderate to large.

(Additional information for student on insulin pump is in the insulin section.)

**INDIVIDUALIZED HEALTH CARE PLAN FOR STUDENTS WITH DIABETES  
2021-2022 SCHOOL YEAR**

*To be completed by the Physician and Parent/Guardian:*

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**DISASTER PLAN**

To prepare for an unplanned disaster or emergency (72 hours), obtain emergency supply kit from parents/guardians.

- Continue to follow orders contained in this DMMP.
- Additional insulin orders as follow (e.g., dinner and nighttime): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Other: \_\_\_\_\_

**SIGNATURES**

This Diabetes Medical Management Plan has been approved by:

\_\_\_\_\_  
Student's Physician/Health Care Provider Date

Acknowledged and received by:

\_\_\_\_\_  
Student's Parent/Guardian Date

**SELF-CARRY AND SELF-ADMINISTER DIABETES MEDICATION AGREEMENT  
2021-2022 SCHOOL YEAR**

**To be completed by the Parent and Student:**

Student name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Where will student carry diabetes medication (**required**): \_\_\_\_\_

Additional diabetes medication will be provided to the school and stored with prescribed medication at specified school location: (**required**): \_\_\_\_\_

**STUDENT**

- I will notify school personnel if I am having more difficulty than usual with my diabetes.
- I agree to carry my diabetes medication/supplies with me as listed above. If an emergency arises and I am unable to get to the nurse/school personnel, I will use the diabetes medication as prescribed by the physician and then **immediately** inform a nurse/school personnel.
- I agree to use my diabetes medication/supplies in a responsible manner, in accordance with the physician's orders. I understand my diabetes signs, symptoms, and treatment plan reviewed by my physician and parent(s)/guardian(s) and understand to use my diabetes medication/supplies as prescribed by my physician.
- I agree to never share my diabetes medication/supplies with another person as this is dangerous. If I do this may result in disciplinary action.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PARENT/GUARDIAN**

- I agree to see that my child carries his/her diabetes medication/supplies as prescribed, and that it is properly labeled and is not expired.
- I understand that I will provide the school with an additional diabetes medication/supplies to store at school along with any prescribed medication(s) from the physician treatment plan.
- I have reviewed with my child his/her diabetes signs, symptoms and treatment plan including the usage of the self-carry diabetes medication/supplies.
- I agree to regularly review with my child the proper use of his/her diabetes medication/supplies when at school.
- I agree to regularly review the status of my child's diabetes with the physician and to notify the physician when my child is having more difficulty than usual.
- I understand if my child shares medication/supplies with other students it may result in disciplinary actions.
- My child has demonstrated to his/her physician and the school, nurse, if available, the skill level necessary to self-administer the prescription medication, including the use of any device required to administer the medication in case an emergency arises and they are unable to get to a school personnel/nurse.
- The self-administration is done in compliance with the prescription or written authorization for my child to self-administer the medicine while on school property or at a school-related event or activity.
- I understand that such self-administration must be done in compliance with the prescription or written instructions of my child's physician. Additionally, I have provided a written and signed statement from my child's physician that states:
  1. The student has a diabetes and is capable of self-administering the prescription medicine;
  2. The name and purpose of the medicine; the prescribed dosage of the medicine; the times or circumstances which the medicine may be administered; and the duration for which the medicine is prescribed.
- This is in effect for the current school year only unless revoked by the physician or the student, parent(s)/guardian(s) fails to meet all the above safety contingencies.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_