

MODEL SCHOOL DISTRICT DIABETES POLICY

I. PURPOSE

The purpose of this policy is to establish procedures in [name of district] for the administration of health care services for each student with diabetes as prescribed by that student's personal physician. The goal of this care is to maintain blood glucose levels within a student's target range and to enable a student with diabetes to safely and fully participate in the educational program. Procedures and protocols established by this policy shall be followed during the school day.

In South Dakota, the delegation of insulin administration to school personnel (unlicensed assistive personnel – UAP) is covered by the South Dakota Board of Nursing rules, ARSD 20:48. A registered nurse (RN), holding an active South Dakota or multi-state compact RN license, currently practicing and employed as a diabetes educator (such as a CDE) or RN currently-employed as a school nurse must be identified to be the delegating nurse to train, test competency, and oversee the process. In most cases, the delegating nurse will communicate with the student and UAP during the school day via video conferencing. Thus, the delegating nurse will be referred to as the “virtual nurse” in this policy. Further information is outlined in the policy below.

II. DIABETES MEDICAL MANAGEMENT PLAN

- A. The parent of a student with diabetes who requires services from the school must provide written physician's orders regarding diabetes, referred to in this policy as a Diabetes Medical Management Plan (“DMMP”), to the school at the beginning of each school year. If the plan should change, the parents and health care team should update the UAP and virtual nurse prior to implementation of the new plan. The DMMP identifies the health care needs of, and services to be provided to, a student with diabetes. The DMMP should contain:
1. A list of the equipment and supplies that the student is permitted to carry during the school day;
 2. A statement as to which, if any, diabetes care tasks the student is capable of performing without assistance, which of these tasks require assistance from school personnel, and which of these tasks the student is unable to perform;
 3. If the student requires assistance from the UAP with blood glucose or ketone monitoring.
 4. If the student requires assistance from the UAP with insulin, glucagon or other medication administration at school, the medication to be taken, the timing of medication administration, and instructions for calculating the proper dose; and

5. A statement that the student has been trained on the proper and safe use of medication and supplies needed at school, such as syringes and needles, if the child is to carry such supplies at school.
 6. Instructions regarding activity monitoring and exercise plan.
 7. A chart with hypoglycemic recognition and treatment.
 8. A chart with hyperglycemic recognition and treatment; and
 9. Instructions for emergency Glucagon administration.
- B. Once it receives a copy of the DMMP, the school shall work with the parents/guardians to develop and implement an Individualized Education Program (IEP) for students with diabetes, that incorporates the provisions of the DMMP or medical orders along with other needed provisions for special education and/or related aids and services so that the student can be assured an education. The plan shall specify which school personnel or unlicensed assistive personnel (UAP) will provide diabetes care to the student, if needed. The school may use an individualized health plan or nursing plan to specify how needed care will be provided, and such plan will be incorporated by the IEP.

III. SELF-MONITORING AND TREATMENT

Where a student's DMMP indicates that the student is able to perform diabetes care tasks independently, the student shall be permitted to perform these tasks independently while in school or at school-sponsored activities. In particular, if specified in a student's DMMP the student shall be permitted to perform blood glucose checks, administer insulin through the insulin delivery system the student uses, treat hypoglycemia and hyperglycemia, and otherwise attend to the care and management of his or her diabetes in the classroom, in any area of the school or school grounds, and at any school-sponsored activity. Also, if specified in the student's DMMP the student shall be permitted to possess on his or her person at all times all supplies and equipment needed to perform diabetes care. The student will be provided a private location for diabetes care upon request.

IV. CARE TO BE PROVIDED

- A. Prior to executing a technology action plan, the parents should decide what agency (e.g., Avera, Rapid City Regional, Sanford, or a school nurse) will provide the virtual nurse support. The school shall then work with that agency to define the network and video setup to allow video conference calls to the virtual nurse. The school will install a broadband circuit for secure internet connection in order to dial into the virtual nurse and provide sufficient clarity so the nurse can see the glucose meter and insulin pump screen, insulin pen doses, and insulin syringe lines. The school will provide a dedicated tablet, laptop, or desktop with video capacity to support calls

must be securely stored when not in use by the student and UAP. The computer will be installed with a standard based video conferencing application. The computer will be installed with a secure connection or encrypted connection. The school will subscribe to a reliable telecommunications carrier so the calls between the UAP, student, and virtual nurse will not be dropped and be clear. The school will provide information technology support for the dedicated computer and UAP, if needed.

- B. The following diabetes care, if specified in the DMMP, shall be provided by the school Unlicensed Assistive Personnel (UAP) under the supervision of a school nurse or Virtual Nurse to the extent that the student is not able to perform this care independently. This diabetes care shall be provided in a private area close to where the student is located and may include:
 - 1. Checking blood glucose level at the times and under the circumstances specified;
 - 2. Responding to blood glucose monitoring results;
 - 3. Administering insulin through the insulin delivery system the student uses;
 - 4. Administering oral diabetes medication;
 - 5. Administering glucagon and taking the additional actions set out in the DMMP
 - 6. Checking for ketones;
 - 7. Recording blood glucose monitoring results and medication dosages and frequency in the weekly log; and
 - 8. Following instructions regarding meals, snacks, and physical activity.
- C. Diabetes care that the school is required to provide under subsection A above may be provided by a school nurse, if available, or by a UAP who volunteers to provide diabetes care and who has been trained to provide this care pursuant to section VI below. A trained UAP shall have access to a school nurse or Virtual Nurse, in person or by video conference and/or telephone, during the hours that he or she provides care.
- D. At least one UAP trained in accordance with Section VI shall be on site and available to provide the care described above whenever the student is in school. Before and after school activities shall be the responsibility of the parents to coordinate care.
- E. All supplies and equipment needed by the school to provide diabetes care, including insulin, glucagon, blood glucose meters, and test strips, shall be provided by the student's parent or guardian.

- F. If a student becomes unconscious or unresponsive due to severe hypoglycemia, trained school employees shall administer glucagon (if specified in the student's DMMP), contact 911, and take other actions as specified in the student's DMMP. No student experiencing hypoglycemia shall be left unattended or shall be sent alone to another location to receive care.
- G. Students with diabetes shall attend the school they would otherwise attend if they did not have diabetes. The student's school assignment will not be restricted to a particular school on the basis that the student has diabetes, that the school does not have a full-time school nurse, or that the school does not have trained diabetes personnel. The diabetes care specified in subsection A above, shall be provided at the school the child attends. If the school does not have personnel specified in subsection B above available, the district shall ensure that such personnel are promptly assigned to the school and that such personnel be trained as outlined in subsection VI below.
- H. Notwithstanding the other provisions in this section, a parent or guardian may elect to perform diabetes care for his or her child at school or during school-sponsored activities. The election should be made in writing and shall specify the circumstances under which the parent or guardian will provide care and the circumstances, if any, under which school personnel will provide care. The school shall not require or pressure parents or guardians to provide care for a child at school. **No parent or guardian of a student with diabetes shall be required to attend any field trip or other school-sponsored activity as a condition of having his or her child participate in that activity.**

V. EFFORTS TO SECURE SCHOOL EMPLOYEES TO PROVIDE CARE

- A. If a student with diabetes needs assistance with care for that condition at school or school-related events, the district shall insure that the training outlined in Section VI is provided to a minimum of three school employees at the student's school. If at any time, fewer than three school employees are available to be trained (or have been trained) at such a school, the principal shall promptly circulate to all school staff a written notice seeking school employees to volunteer to provide that care. The notice must inform staff of the following:
 - 1. The school has identified unlicensed assistive personnel (UAP), willing to partner with virtual nurse, who is available to student during school day.
 - 2. The UAP must be willing to accept the delegated task of insulin administration and not as a condition for employment.
 - 3. The UAP must meet the South Dakota Board of Nursing's Medication Administration training requirements prior to administering insulin.

4. The UAP's skills must be validated by the virtual nurse upon completion of training and on an annual basis. The UAP must work with the student(s) to update weekly care logs.
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 6. That UAP shall not be liable for civil damages as a result of the administration of medication, provided they act with reasonable care, as provided in state law.
- B. The virtual nurse must be available during school hours and must initiate a weekly interaction with UAP and student(s). The virtual nurse will maintain appropriate documentation related to interactions and weekly logs.

VI. TRAINING OF SCHOOL EMPLOYEES WHO ARE NOT LICENSED HEALTH CARE PROFESSIONALS

- A. The district shall require training to all UAPs providing diabetes care to a student.
- B. Training shall be provided at least annually by the designated Virtual Nurse as required in the South Dakota Board of Nursing rules, ARSD 20:48 and the training shall include instruction in all of the tasks listed in section IVA above that the UAP will need to perform.
- C. Such training shall take place prior to the commencement of each school year, or as needed when a student with diabetes is newly enrolled at a school or a student is newly diagnosed with diabetes, but in no event more than 30 days following such enrollment or diagnosis. The school registered nurse or the Virtual Nurse shall promptly provide follow-up training and supervision as needed.
- D. The virtual nurse must validate each of the UAP's skills upon completion of training and on an annual basis. The South Dakota Board of Nursing will maintain the UAP training status in their records.
- E. All school employees who have primary responsibility for a student with diabetes at any time during the school day or during school-sponsored activities should receive training covering basic information about diabetes and its management, how to recognize symptoms of hypoglycemia and hyperglycemia, and which school employees should be contacted for assistance in providing diabetes care.

VII. NOTICE TO PARENTS/GUARDIANS

The district shall make all reasonable efforts to identify and locate students with diabetes who are enrolled or may enroll in the district. Parents/guardians of students with diabetes so identified shall be provided with information explaining the district's obligations under federal and state laws to provide health-related services to students with diabetes. The materials distributed to parents/guardians as part of this obligation will include a copy of this Policy.