

Recommended Policy and Protocol Components- Diabetes Management in Schools

Policy

Policy should be broad and describe WHAT will be done. Policy does not need to detail the HOW.

Diabetes management policy should cover:

- Purpose and background
- Legal requirements
- Staffing
- Roles and responsibilities
- Development of Individualized Education Plan (IEP) or 504 plan, Individualized Healthcare Plan (IHP) and emergency plan for each student with diabetes
- Annual training for school personnel
- Support for self-management
- Emergency response

Protocol

Protocol should include instructions or steps for how each of the following will be carried out:

- Identification and tracking of students with diabetes- should cover how you will identify students with diabetes and document their care
- Identification and monitoring of students with poorly controlled diabetes- should cover how you will identify students who have poor control and what steps you will take to improve their management
- Obtaining and using written plans for each student– should explain what type of plan(s) will be used and when, the information to be included, and the process for developing the plan(s)
- Care procedures- should outline the steps for blood glucose monitoring, administration of medications (insulin, glucagon), checking for ketones, and maintenance of medication supply
- Provisions for self-management- should include how you will determine which students will be allowed to self-manage, required permissions, and how students will be supported in self-management
- Emergency plans- include hyper- and hypoglycemia protocols as well as plans for school emergencies (e.g., how students with diabetes would access their supplies during a lockdown or evacuation situation)
- Training and education of school personnel- include the responsibilities of various personnel such as school nurses, teachers, aides, food service staff, transportation staff, administrators, coaches, etc. and how these various staff members will be trained
- Coordination with families, primary care provider, and endocrinologist- should cover how you will communicate with families and the student's medical team
- Field trips, transportation, and after-school activities- should describe how the student will be monitored and cared for during field trips, on the bus, and during after-school activities
- Meals and carbohydrate counting- should outline procedures for carb counting and coordinating with food services