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