

# McKinney Independent School District School Health Services

## Guidelines for Managing Students with Diabetes in the School

The McKinney Independent School District (MISD or the District) is committed to providing equal educational opportunities to all students. No student shall, on the basis of a disability, be denied the opportunity to participate in any program or service the District offers to all students. When a student who presents with any health care need enrolls in MISD's schools, an appropriate health care plan is developed to serve the student, in addition to any other programs or plans that may also be developed to ensure the student receives a free appropriate education. These guidelines set out the procedures that MISD follows in managing students with diabetes in the schools.

### I. INTRODUCTION

Over 17 million Americans have diabetes. Diabetes, a serious chronic disease that impairs the way the body uses food, is one of the most common chronic diseases in school aged children. Effective management of an individual's diabetes is crucial. The foundation for the management of a student with diabetes in the MISD is the student's Individual Health Plan (IHP) that is developed in collaboration with the student, parent, student's physician, school nurse and other MISD personnel, as appropriate. The IHP includes the routine treatment and care that will be provided for the student. A Health Condition Information Sheet (HCIS) may also be utilized to aid in the student's safety. MISD provides a comprehensive training curriculum for staff to ensure those employees who work with the student understand the student's condition and how to provide routine treatment as well as emergency procedures. The training program is divided by levels, depending on the actual contact the staff member is likely to have with the student.

### II. TRAINING

- A multi-level training program has been developed to train all staff according to the level of contact the employee is likely to have with the student with diabetes. The training is consistent with the concepts set forth in relevant publications, including *Care of Children with Diabetes in the School and Daycare Setting*, published by the American Diabetes Association, the *Texas Guide to School Health Programs*, published by the Texas Department of State Health Services and the guidelines set forth by the Texas Diabetic Council per HB 984.
- MISD Health Services Staff Training
  1. Health Services Staff receive specific training from a diabetic educator regarding the care and health management of the diabetic students in schools.
  2. MISD Health Services Director/Coordinator provides additional training about management of diabetic students and district policy to the District's nurses who shall be conducting the training of the other MISD staff prior to the commencement of the annual training.
- Specific Training Curriculum
  1. LEVEL I Training opportunity will be provided to all campus staff on an annual basis at the beginning of the year. Level I training provides general information on diabetes to ensure all MISD staff has an opportunity to become familiar with the disease and its symptoms. The training is offered via *Safe School online training*.
  2. LEVEL II Training is provided at least annually to the campus staff that has regular direct contact with the diabetic student(s) on the campus. Level II training

# McKinney Independent School District School Health Services

reviews the information provided in the Level I training and provides the participants with specific information about the protocol and procedures that are required by the individual student's IHP/HCIS. Written training materials are provided and the employee's participation in the training is documented.

3. LEVEL III Training is provided at least annually to at least one employee on each campus, in addition to the school nurse, who the campus principal has designated to receive the training. This group may include the principal, assistant principal, office staff, coaches, trainers, sponsors, teachers, etc. Level III training includes detailed information about the care and emergency interventions required for hypoglycemia and hyperglycemia and include hands on training for blood glucose and ketone testing and the administration of glucagon. Written training materials are provided to the participants and the employees' participation in the training is documented. These employees who take this training will also be considered at occupational risk for bloodborne pathogen exposure per MISD *Bloodborne Pathogen Exposure Policy*.
4. Additional training is provided at any time that it is needed, when a change in staff occurs, or when a new diabetic student enrolls on a campus. Ongoing monitoring of the training will occur to assure that sufficient personnel are trained in the care of the diabetic students.

## III. EMERGENCY

If an emergency arises for a diabetic student while the primary campus nurse is not present, the following steps will occur:

- Call a Campus staff member who has received the Level III training to provide immediate emergency interventions as described in the student's IHP/HCIS. If the student appears to be in a life-threatening situation, call 911.
- Call the parents.
- Call the alternative nurse or health services coordinator to notify of emergency and consult for additional medical needs in response to emergency.

The IHP will include the names and telephone/cell/pager numbers for the Level III campus personnel, the alternate nurse(s), and the parent(s) contact numbers.

All MISD staff involved with the diabetic student shall be given information on the individual students IHP/HCIS.

## IV. DEVELOPING THE INDIVIDUAL HEALTH PLAN FOR A STUDENT

When a school nurse is notified that a student with diabetes will be attendance at that campus, the nurse will immediately contact the student's parent or legal guardian to

- Discuss the student's health status and management of diabetes care in the school.
- Discuss the level of care the parent anticipates the student will need at school.
- Discuss supplies and equipment the parent will need to provide the school.
- Request that the parent obtain appropriate information/orders from the student's physician, concerning treatment of the diabetic student's care at school and provide parental consent for the school to provide the required treatment. (Reference: MISD individualized health forms packet )

# McKinney Independent School District

## School Health Services

When the parent provides the information from the student's physician, the nurse and other appropriate school personnel will collaborate with the parent and student to review the information and develop specific healthcare information for the student's Individual Healthcare Plan (IHP/HCIS)

The nurse may refer the student to the Campus 504 committee to determine whether the student is eligible for 504 services, or should be referred to special student services for assessment for eligibility for special education services.

The IHP/HCIS developed for the student will include all information needed to ensure the student's diabetes is appropriately managed at school. At a minimum, the IHP/HCIS will include:

- The physician's written authorization for treatment and description of the treatment the student will receive to manage his or her diabetes at school, including the procedure to follow to ensure continuation of all the services required by the plan, including emergency administration of glucagon during extra-curricular activities and other school-related events, on and off campus if required by the IHP/HCIS. It will also list the student's level of independent self-care.
- The specific procedure in place to ensure the administration of glucagon and other emergency services in the event of a severe **hypoglycemic** episode when the nurse is not on the premises when the episode occurs.
- The location of diabetic and emergency supplies.
- Accommodations the student may require, such as more frequent restroom breaks or to be allowed to drink water during class.
- The name, location and telephone contact numbers of the specific alternative nurse(s), the Level III trained campus personnel, and the parent(s).
- A description of the protocol for contacting the parent and the EMS system in the event of an emergency.
- Any other information that must be considered to ensure consistent provision of routine care called for in the plan and the continuation of services in the event of an emergency.
- A list of persons who will receive (or have received) the training provided to the staff that will be in contact with the student. The school nurse will provide and/or coordinate education and training for school personnel (Refer to section II above)
- Appropriate goal(s) to assist the student to become more self-reliant in his or her care.