

ACTION STEPS

CARE OF THE STUDENT WITH DIABETES IN NEW JERSEY'S PUBLIC SCHOOLS

Introduction

On October 1, 2009, Governor Corzine signed into law N.J.S.A. 18A:40-12.11-21 which addresses the care of the student with diabetes in the school setting. This law requires that district boards of education take specific actions to ensure that students with diabetes are able to manage their disease and balance food, medications, and physical activity while at school or at school-related activities. The purpose of the law is to ensure the health and safety of both the student and the school community while providing support for the student to self-manage his/her diabetes to the fullest extent possible.

This document replaces the *Guidelines for the Care of Students with Diabetes in the School Setting* (1999) as developed by the Task Force on Diabetes in the Schools. This new document was prepared after a review of policies and practices from other states, federal agencies, and national diabetes organizations. It provides district boards of education with guidance on how to develop policies and procedures that support students with diabetes to successfully manage their disease and experience academic success.

The care of students with any chronic illness requires the knowledge and expertise of a multidisciplinary team that focuses on both the health and academic needs of the whole child. The eight component Coordinated School Health Program (CSHP) model (<http://www.cdc.gov/HealthyYouth/CSHP/>) provides an excellent framework for school leaders to promote a healthy school for all; however, the same collaborative approach can be particularly useful when dealing with students with diabetes. Simply put, a CSHP brings together a team of experts to address both general and specific-health related issues and to support policies and practices that enhance student health and support a healthy learning environment. The “team” includes representatives from health services, school food services, counseling, physical education, health education, safe school environment, staff wellness and parent and community engagement. While each CSHP component may have a different level of impact on the care of students with diabetes in the school setting, each plays a role in creating and sustaining a safe, healthy, and supportive environment for all students but particularly for students with a chronic illness such as diabetes.

The CSHP team can be instrumental in developing, recommending, and implementing school policies that specifically address the needs of students with diabetes. For example, the CSHP team might develop guidance for school personnel on access to snacks and water in the classroom setting. As advocates for school health, the CSHP team might support more nutritious meals in the school cafeteria as well as increased opportunities for regular physical activity during the school day. In general, a school environment that values wellness will be more supportive of students with diabetes.

Throughout this document, there are references to “the school health team.” Some schools may already have a wellness team that focuses on nutrition and physical activity policies. The school health team referenced in this document is an expanded version of the wellness team. It is considered “best practice” and thus is not mandated; however, using a CSHP model to address all school health and wellness issues is more efficient than using a fragmented, issue-driven approach. While the school nurse is central to effective diabetes care in schools, other school personnel play a pivotal role in the student’s ability to manage his/her disease.

The following pages, adapted from *Helping the Student with Diabetes Succeed*, describe the New Jersey-specific roles and responsibilities of each member of the school team. Where activities are mandated, appropriate references have been provided. Acknowledging that many of these roles are recommendations, the Action Steps provide a critical framework to show how each member of a coordinated school health team has specific and yet overlapping responsibilities to manage the care of the student with diabetes in schools.

Actions for the Chief School Administrator

The chief school administrator or his designee:

- Provides leadership in developing policy related to all aspects of diabetes management in the district and its schools and at district and school-sponsored activities including but not limited to:
 - ✓ The provision of emergency care and transportation for students in need of immediate care as required by N.J.A.C. 6A:16-1.4(a)1 & 2 and 2.1(a) 4ii-iv;
 - ✓ The administration of medication as required by N.J.A.C. 6A:16-1.4(a)6 and 2.1(a) 2;
 - ✓ The development of a Nursing Services Plan that specifically addresses the provision of care for students with medical conditions pursuant to N.J.A.C. 6A:16-1.4(a)5 and 2.1(b);
 - ✓ Board approval of volunteer delegates to administer glucagon as required by N.J.S.A. 18A:40-12.11-21;
 - ✓ Resources to provide training for volunteer delegates as required by N.J.S.A. 18A:40-12.11-21;
 - ✓ Authorization for students with diabetes to possess and use syringes for the purpose of managing their diabetes as required by N.J.S.A. 18A:40-12.20
- Supports the implementation of district policies through monitoring, data collection, and evaluation
- Ensures that schools are provided with sufficient resources (staff, funds, equipment) to manage students with diabetes
- Establishes communication to address health-related issues in a timely manner
- Establishes district-level policies that respect the student's confidentiality and right to privacy
- Understands and implements related laws such as Section 504, IDEA, and ADA as well as state equity regulations (N.J.A.C. 6A:7)
- Establishes policies that permit students with diabetes access to drinking water and healthy snacks, as needed, throughout the school day
- Ensures that district policies support regularly scheduled physical activity for all students, but particularly for students with diabetes
- Ensures that district health services personnel are provided with professional learning opportunities to enhance their capacity to provide support and services to students with diabetes

Actions for the Principal/Building Administrator

The principal or building administrator:

- Establishes a school health team to support the implementation of district and school health policies including those related to diabetes management in the school and at school-sponsored activities
- Ensures that all school personnel are informed of emergency protocols and procedures
- Posts a reference sheet identifying the signs and symptoms of hypoglycemia in students with diabetes in the cafeteria, gymnasium and locker rooms, main office, health services office, faculty lounge, and other appropriate areas of the school (N.J.S.A. 18A:40-12.17)
- Implements three levels of training for school staff
 - ✓ Basic information on diabetes for all school personnel
 - ✓ Student-specific information for those in direct contact with a student with diabetes
 - ✓ Student-specific and emergency management training for glucagon delegates
- Works with the district school transportation coordinator to inform school bus drivers about students with diabetes and ensures that drivers receive training on how to identify hypoglycemia, who to contact in an emergency, and how to contact parents ((N.J.S.A. 18A:40-12.16)
- Ensures that all school personnel know the availability of the school nurse and who serves as a trained delegate to administer glucagon in the nurse's absence
- Establishes procedures that respect confidentiality and the student's right to privacy
- Includes diabetes awareness as part of instruction in health education and physical education
- Supports and facilitates ongoing communication between parents/guardians of students with diabetes and school staff
- Ensures that school-based practices comply with Section 504, IDEA, and ADA as well as state equity regulations (N.J.A.C. 6A:7)
- Requests and justifies sufficient resources (staff, funds, equipment) to manage students with diabetes in the school
- Supports on-going and sustained professional learning opportunities for school health team members about diabetes management
 - ✓ Ensures that school nurses understand the most current information and procedures

- ✓ Ensures that physical educators and coaches understand the relationship between physical activity and diabetes and conduct classes, practices, and games accordingly
- ✓ Ensures that school food services staff understand the nutritional needs of all students, including those with medical conditions such as diabetes
- ✓ Ensures that school counselors and social workers know ways to support students with diabetes and their families
- ✓ Educates parents/guardians about school policies and procedures related to the care of students with diabetes

Actions for the School Nurse

The school nurse:

- Serves as a core member of the school health team
 - ✓ Advises the school leadership team on health issues that impact students with diabetes
 - ✓ Facilitates discussion with the school health team about school policies and practices related to diabetes management
 - ✓ Recommends policy or procedural changes to support the health of the school community, especially students with diabetes
 - ✓ Collaborate with other school health team members, including but not limited to school food services personnel, teachers, coaches, and counselors to provide necessary services and accommodations
 - ✓ Collaborate with community agencies and healthcare providers to optimize care for students with diabetes
- Coordinates the provision of diabetes care for students with diabetes while in school or at school-sponsored activities
 - ✓ Develops and implements an individualized health care plan (IHP) (the diabetes medical management plan) and an individualized emergency health care plan (IEHP) for each student with diabetes
 - ✓ Conducts a nursing assessment and collects relevant data to inform the development of the IHP/IEHP
 - ✓ Obtains written authorization for the provision of diabetes care from the student's parent/guardian
 - ✓ Obtains written authorization for the provision of diabetes care from the student's physician or advanced practice nurse
 - ✓ Obtains written authorization from the student's parents/guardians for the student's self-management and care of diabetes, if appropriate
 - ✓ Obtains written authorization from the student's physician or advanced practice nurse that the student is capable of and has been instructed in the self-management and care of his diabetes, if appropriate

- ✓ Updates the IHP/IEHP at the beginning of each school year and as necessary in the event of any changes in the health status of the student (N.J.S.A. 18A:40-12.13.3b and N.J.A.C. 6A:16-2.3-(b)5xii)
- ✓ Obtains a release of information from the parent/guardian of a student with diabetes to authorize sharing of medical information between the student's physician or advanced practice nurse and other health care providers and authorization to share medical information with other school personnel as necessary
- ✓ Conducts on-going, periodic assessments of the student with diabetes to ensure compliance with care protocols and address emerging issues to update the plan of care
- ✓ Performs routine diabetes care tasks such as glucose monitoring, urine ketone testing, and insulin administration
- ✓ Promotes and encourages independence and self-care consistent with the student's ability, skill, maturity, and developmental level
 - Consult with the parent/guardian and the student to determine the most appropriate location for blood glucose monitoring and insulin administration
 - Consider privacy concerns when selecting a location
 - Provide for the safe disposal of needles and other medical waste
- ✓ Coordinates the provision of emergency care for students with diabetes (N.J.A.C. 6A:16-1.4(a)1&2)
 - Administers glucagon to a student with diabetes who is experiencing severe hypoglycemia
 - Delegates glucagon administration for those times when the nurse is unavailable
 - Works with the district board of education to identify volunteer delegates and provide training and support
- Maintains accurate documentation
 - ✓ Records direct care given
 - ✓ Records medication administration
 - ✓ Records contacts with students, family members, and healthcare providers
 - ✓ Reviews and documents emergency services provided by trained delegates

- Provides and/or supports three levels of diabetes training for all school personnel including those who work with school-sponsored programs outside the regular school day (N.J.S.A. 18A:40-12.13-3d)
 - ✓ Trains all staff about diabetes basics
 - ✓ Provides student-specific training to those individuals who are reasonably expected to have responsibility for or direct contact with the students with diabetes
 - ✓ Provides student-specific training on glucagon administration and emergency management for those school employees who volunteer to serve as delegates
 - Assesses level of competence and monitors trained personnel in carrying about prescribed responsibilities
- Engages in on-going communication with the school's 504 team, CST/IEP team, and/or intervention and referral services team, as appropriate to the needs of the student with diabetes (N.J.A.C. 6A:16-2.3(b)5xi and xiii)
 - Ensures that individualized educational plans and related accommodations reflect understanding and consideration of the student's medical condition and align with care outlined in the IHP/IEHP
 - Supports school-based practices that comply with Section 504, IDEA, and ADA as well as state equity regulations (N.J.A.C. 6A:7)
- Obtains materials and medical supplies for the student from the parent/guardian and arranges a system for notifying the student and/or the parent/guardian when supplies need to be replenished
- Participates in professional learning opportunities to remain current about standards of care for children with diabetes
- Maintains confidentiality and the student's right to privacy
- Acts as an advocate for students to help them meet individual health care needs
- Works with the physical educator to ensure that the student has regularly scheduled opportunities for physical activity and access to snacks and water to maintain blood glucose at safe levels
- Supervises non-certified registered nurses working within the school to ensure a consistent plan of care for students with diabetes (N.J.A.C. 6A:16-2.3(d))
- Collaborates with the chief school administrator or his designee to develop a Nursing Services Plan that reflects the demands of caring for students with diabetes (N.J.A.C. 6A:16-2.1(b))

- Works with the principal and other members of the school health team to educate all students and their parents/guardians about diabetes

Actions for the School Physician

The school physician:

- Serves as a core member of the school health team
 - ✓ Advises the school leadership team on health issues that impact students with diabetes
 - ✓ Facilitates discussion with the school health team about school policies and practices related to diabetes management
 - ✓ Recommends policy or procedural changes to support the health of the school community, especially students with diabetes
 - ✓ Collaborate with other school health team members, including but not limited to nurses, school food services personnel, teachers, coaches, and counselors to provide necessary services and accommodations
 - ✓ Collaborate with community agencies and healthcare providers to optimize care for students with diabetes
- Provides consultation in the development and implementation of school district policies, procedures, and mechanisms related to health, safety, and medical emergencies (N.J.A.C. 6A:16-2.3)
- Consults with school health services staff regarding the delivery of services to student with special health care needs (N.J.A.C. 6A:16-2.3)
 - ✓ Reviews, as needed, reports and orders from a student's medical home
 - ✓ Reviews the IHP/IEHP and consults with the student's healthcare provider, as needed
- Directs the professional duties of other medical staff (N.J.A.C. 6A:16-2.3)
 - ✓ Works with the school nurse to develop and deliver training to volunteer delegates
- Establishes standards of care for emergency situations and medically-related care for students and staff (N.J.A.C. 6A:16-2.3)
- Develops, in consultation with the school nurse, forms, protocols, and procedures for the care of students with diabetes in school
- Collaborates with the chief school administrator or his designee to develop a Nursing Services Plan that reflects the demands of caring for students with diabetes (N.J.A.C. 6A:16-2.1(b))

Actions for the Trained Delegate

Note: As defined in N.J.S.A. 18A:40-12.14, the school nurse shall designate, in consultation with the board of education, additional employees of the school district who volunteer to administer glucagon to a student with diabetes who is experiencing severe hypoglycemia. The designated employees are only authorized to administer glucagon following training by the school nurse or other qualified healthcare professional when the school nurse is not physically present at the scene. For the purposes of this document, these trained employees are known as “trained delegates.”

A trained delegate must be an employee of the school or district. It cannot be an older sibling or relative attending the school, a neighbor, or an unpaid school volunteer. A trained delegate must be reasonably expected to have regular responsibility or contact with the student with diabetes. Trained delegates are student-specific—that is, they are assigned to administer glucagon to specific students under very specific situations. A student may have more than one trained delegate. Glucagon is not a medication that should be administered to the undiagnosed general population for symptoms of suspected hypoglycemia.

A trained delegate completes a training program, conducted by the school nurse or other healthcare professional, which enables the delegate to:

- ✓ Explain the types of diabetes, causes, and basic treatments including medications, insulin injections and insulin pumps
- ✓ Explain why it is necessary to monitor blood glucose levels and how to maintain a safe blood glucose level
- ✓ Describe the impact of exercise, illness, or injury on blood glucose levels
- ✓ Describe the possible causes and symptoms of hypoglycemia, both in general and student-specific
- ✓ Differentiate between mild/moderate hypoglycemia and severe hypoglycemia
- ✓ Summarize the student’s diabetes care plan as outlined in the IHP/IEHP
- ✓ Demonstrate glucagon administration using appropriate technique
- ✓ Demonstrate safe and supportive care during an episode of hypoglycemia (e.g., body positioning, contacting 911, ensuring the student’s privacy, encouragement)
- ✓ Dispose of used glucagon, syringes and other medical waste materials safely and appropriately
- ✓ Demonstrate the appropriate application of universal precautions

- ✓ Observe and evaluate the student after the administration of glucagon and while awaiting emergency services personnel
- ✓ Provide emergency services personnel with pertinent information about the student and the current situation
- ✓ Debrief the school nurse about incident details and assist, as appropriate, with documentation
- ✓ Provide CPR or use an AED, if warranted and appropriately trained to do so

The trained delegate:

- ✓ Respects the student's confidentiality and right to privacy
- ✓ Participates in diabetes training annually or more often, if needed, to ensure that his skills and knowledge are current
- ✓ Practices glucagon administration under the guidance of the school nurse on a regular basis
- ✓ Communicates directly with the school nurse about concerns or questions
- ✓ Suggests policy and procedural changes that will support students with diabetes and improve the general health and safety of all students and school personnel

The trained delegate may be requested to:

- ✓ Accompany the student on field trips and off-campus school sponsored activities
- ✓ Be available during afterschool activities and athletics, during school breaks for special events, and for summer programs offered by the school or district
- ✓ Accompany the student on the school bus as part of routine pupil transportation to and from school

Actions for the Teacher

Note: The teacher's role in diabetes care may depend on the age and developmental level of the student or the length of time since diagnosis. All school personnel should participate in Level One training which provides an overview of diabetes, including prevention and management considerations for school personnel. These actions are specific to those teachers who have a student with diabetes in his/her class.

The teacher:

- Serves as a member of the school health team
 - ✓ Advises the school leadership team on health issues that impact students with diabetes
 - ✓ Participates in discussion with the school health team about school policies and practices related to diabetes management
 - ✓ Reviews and recommends policy or procedural changes to support the health of the school community, especially students with diabetes
 - ✓ Collaborates with other school health team members, including but not limited to school food services personnel, nurses, coaches, and counselors to provide necessary services and accommodations
- Engages in on-going communication with the school's 504 team, CST/IEP team, and/or intervention and referral services team, as appropriate to the needs of the student with diabetes
 - ✓ Ensures that individualized educational plans and related accommodations reflect understanding and consideration of the student's medical condition
 - ✓ Supports school-based practices that comply with Section 504, IDEA, and ADA as well as state equity regulations (N.J.A.C. 6A:7)
- Participates in Level One and Level Two Diabetes Training (Student Specific)
- Works with the school nurse to implement the IHP/IEHP
 - ✓ Provides a supportive environment for the student to manage diabetes effectively and safely
 - Facilitates access to drinking water and snacks, as needed
 - Permits access to bathroom, as needed
- Permits the student to monitor blood glucose levels or administer insulin in the classroom if permitted by the IHP

- ✓ Explains to other students the need for the procedures
- Recognizes that a change in a student's behavior could signal blood glucose changes
- Knows the symptoms of hypoglycemia and hyperglycemia as applicable to his/her students
- Knows how to respond when the student presents symptoms
- Knows how to access the school nurse or in her absence, the trained delegate
- Provides classroom accommodations as outlined in the student's 504 plan or IEP if applicable
- Discusses with parents/guardians ways to ensure that a student can make-up work missed due to diabetes-related absences
- Provides substitute teachers with clear instructions on accommodations for students with diabetes
- Notifies parents/guardians well in advance of changes in the school schedule or special events such as parties, field trips, or extended day activities
- Communicates with the school nurse any concerns or questions about the student
- Establishes a trusting relationship with the parents/guardians and establishes regular lines of communication that are proactive and supportive
- Maintains confidentiality and respects the student's right to privacy
- Treats the student fairly, consistently, and in accordance with school rules and expectations
- Provides standards-based health education instruction, as appropriate, to all students about diabetes and how to prevent it
- Supports regularly scheduled physical activity for all students but especially for the student with diabetes
- Ensures that healthy options are available during classroom activities that involve food
 - Monitors the student's emotional well-being and refer to counseling, if needed

Actions for the Physical Educator

The physical education teacher:

- Serves as a member of the school health team
 - ✓ Advises the school leadership team on health issues that impact students with diabetes
 - ✓ Participates in discussion with the school health team about school policies and practices related to diabetes management
 - ✓ Reviews and recommends policy or procedural changes to support the health of the school community, especially students with diabetes
 - ✓ Collaborates with other school health team members, including but not limited to school food services personnel, nurses, coaches, and counselors to provide necessary services and accommodations
 - ✓ Advises the school health team on developmentally-appropriate practices in physical education and supports regularly scheduled opportunities for physical activity for all students
- Engages in on-going communication with the school's 504 team, CST/IEP team, and/or intervention and referral services team, as appropriate to the needs of the student with diabetes
 - Ensures that individualized educational plans and related accommodations reflect understanding and consideration of the student's medical condition
 - Supports school-based practices that comply with Section 504, IDEA, and ADA as well as state equity regulations (N.J.A.C. 6A:7)
- Participates in Level One and Two Diabetes Training (Student-Specific)
- Works with the school nurse to implement the IHP/IEHP
 - ✓ Provides a supportive environment for the student to manage diabetes effectively and safely
 - Facilitates access to drinking water as needed
 - Permits access to bathroom, as needed
 - Facilitates access to snacks, as needed
 - Permits the student to monitor blood glucose levels or administer insulin as permitted by the IHP

- ✓ Encourages the student to have personal diabetes care supplies readily accessible at all activity sites
- ✓ Explains the need for the procedures to all students
- Recognizes that a change in a student's behavior could signal blood glucose changes
- Recognizes the signs and symptoms of hypoglycemia and hyperglycemia and responds in accordance with the student's IHP
 - ✓ Understands that hypoglycemia can occur during and after physical activity
 - ✓ Knows the symptoms and immediate treatment of mild or moderate hypoglycemia as described in the student's IHP
 - Has immediate access to a fast-acting form of glucose such as glucose tablets, hard candy, glucose gel, or sports drink
 - ✓ Knows how to access the school nurse or in her absence, the trained delegate
- Provides accommodations as outlined in the student's 504 plan or IEP, if applicable
- Participates in professional learning opportunities to remain current about adaptive physical education programs for children with chronic illness including diabetes
- Provides substitute physical education teachers with clear instructions on accommodations for students with diabetes
- Communicates with the school nurse any concerns or questions about the student
- Establishes a trusting relationship with the parents/guardians and establishes regular lines of communication that are proactive and supportive
- Maintains confidentiality and respects the student's right to privacy
- Supports regularly scheduled physical activity for all students but especially for the student with diabetes
 - ✓ Provides standards-based physical education program that engages all students and focuses on fitness and lifetime physical activity
 - ✓ Provides standards-based health education that connects physical activity and healthy eating and emphasizes personal responsibility for one's health

- Treats the student with diabetes the same as other students in physical education except to meet medical needs

Actions for the Athletic Coach and Athletic Trainer

Note: In New Jersey, athletic coaches do not have to be full-time teachers. Some coaches work as teachers in different schools or districts while others may be retired teachers or employed outside of education. It is critical that all coaches be trained in diabetes management (Level One). Coaches who have students with diabetes on their team should participate in Level Two (student-specific) training. Pursuant to the rules of the New Jersey State Interscholastic Athletic Association (NJSIAA), beginning with the 2006-2007 school year, all new coaches have one year after being hired to successfully complete a course in “Sports First Aid.” In addition, all New Jersey coaches must be CPR certified.

Quality Standards, Quality Sports: The National Standards for Sport Coaches, published by the National Association for Sports and Physical Education (NASPE), provides a performance guide for professional practice. Specifically, the 40 standards define coaching competence. Some of these standards are applicable to any student with a health condition but are particularly relevant to the student with diabetes. Specifically, coaches are required to identify physical conditions that predispose athletes to injuries (Domain 2-Standard 8). Additionally, coaches must teach and encourage proper nutrition for optimal physical and mental performance and overall good health (Domain 3-Standard 13). Access the standards at: <http://www.aahperd.org/naspe/standards/nationalStandards/coachingcompetencies.cfm>.

Athletic trainers should work closely with coaches and the school nurse to ensure that the student with diabetes is carefully monitored and supported during practices and games. While licensed athletic trainers are not permitted to administer medications, *N.J.S.A. 18A:40-12.14* states that a licensed athletic trainer who volunteers to serve as a delegate to administer glucagon to a student is not in violation of the Athletic Training Licensure Act and is held immune from liability under *N.J.S.A. 18A:40-12.19*. Athletic trainers who volunteer to serve as delegates must complete the same training and are held to the same level of accountability as other volunteers.

The athletic coach and athletic trainer:

- Serve as a member of the school health team, as appropriate
- Ensure that candidates for a school-sponsored interscholastic or intramural athletic team or squad for students enrolled in grades six to 12 have completed all pre-participation physical and health history requirements and have been cleared for participation by the original examining physician, advanced practice nurse, or physician’s assistant (N.J.A.C. 6A:16-2.2(h))
- Ensure that required permission to participate has been received in writing from by the student’s parent/guardian
- Participate in Level One and Two Diabetes Training (Student-Specific) and may serve as a volunteer delegate, if appropriately trained to do so
- Work with the school nurse to implement the IHP/IEHP

- ✓ Review the IHP/IEHP for students with diabetes who participate on the team and notes any needed accommodations or limitations
- ✓ Provide a supportive environment for the student to manage diabetes effectively and safely
 - Facilitate access to drinking water and snacks, as needed
 - Permit access to the bathroom, as needed
- Permit the student to monitor blood glucose levels or administer insulin as permitted by the IHP
 - ✓ Encourage the student to have personal diabetes care supplies readily accessible at all game and activity sites
 - ✓ Explain the need for the procedures to other team members and officials, as needed
- Recognize that a change in a student's behavior could signal blood glucose changes
- Recognize the signs and symptoms of hypoglycemia and hyperglycemia and respond in accordance with the student's IHP/IEHP
 - ✓ Understand that hypoglycemia can occur during and after physical activity
 - ✓ Know the symptoms and immediate treatment of mild or moderate hypoglycemia as described in the student's IHP/IEHP
 - Have immediate access to a fast-acting form of glucose such as glucose tablets, hard candy, glucose gel, or sports drink
 - ✓ Know how to access the school nurse or in her absence, the trained delegate
- Recognize how health status, body structure, and the physical condition of the student with diabetes may predispose the athlete to injuries
 - ✓ Work with the certified athletic trainer, if available, to address injury prevention
 - ✓ Work with the certified athletic trainer, the school nurse, and other members of the healthcare team to treat injuries as prescribed by the student's primary healthcare provider
- Encourage proper nutrition for optimal physical and mental performance and overall good health for all athletes but especially for the student with diabetes
 - ✓ Emphasize that proper nutrition and hydration are necessary to fuel the body and are especially important for the student with diabetes

- ✓ Provide accurate and timely information to athletes and parents/guardians about sound nutritional principles that support training and preparation for competition and consider any dietary restrictions or needs of the student with diabetes
- ✓ Work with the student's parent/guardians to ensure that the timing and selection of food options is appropriate for the student with diabetes
- ✓ Ensure that all athletes, particularly those with diabetes, are adequately hydrated during practices, games, and during travel to events
- ✓ Provide accurate, timely, and medically-appropriate information about body composition and healthy weight management for the student with diabetes
- ✓ Notify parents/guardians well in advance of changes in the schedule or special events
- ✓ Communicate with the school nurse any concerns or questions about the student
- ✓ Establish a trusting relationship with the parents/guardians and establish regular lines of communication that are proactive and supportive
- ✓ Maintain confidentiality and respect the student's right to privacy
- ✓ Provide accommodations as outlined in the student's 504 plan or IEP, if applicable
- ✓ Treat the student fairly, consistently, and in accordance with school rules and expectations
 - Treat the student with diabetes the same as other students in the athletic program, except to meet medical needs
- ✓ Ensure that any accommodations needed by the student during competition are documented and approved in advance to ensure that the student will be permitted to fully participate
 - Ensure that officials and referees are aware of any required accommodations
 - Ensure that parent/guardian contact information is readily available at all meets and contests

Actions for School Food Services Personnel

School Food Services Personnel:

- Serves as a member of the school health team
 - ✓ Advises the school leadership team on nutritional issues that impact students with diabetes
 - ✓ Participates in discussion with the school health team about school policies and practices related to diabetes management
 - ✓ Reviews and recommends policy or procedural changes to support the health of the school community, especially students with diabetes
 - ✓ Collaborates with other school health team members, including but not limited to nurses, physical education teachers, coaches, and counselors to provide necessary services and accommodations
 - ✓ Advises the school health team on appropriate practices in school food service management and supports healthy eating for all students
- Participates in Level One and Two Diabetes Training (Student-Specific) as appropriate
- Works with the school nurse to implement the IHP/IEHP
 - ✓ Reviews the IHP/IEHP for students with diabetes and notes any needed meal accommodations or limitations
 - ✓ Provides a supportive environment for the student to manage diabetes effectively and safely
 - ✓ Permits access to water and snacks, as needed and outlined in the student's IHP
- Provides a breakfast/lunch menu and schedule in advance to parents along with the nutrition content of menu selections including grams of carbohydrates and fat
 - ✓ Learns about various kinds of diabetes meal and snack plans
 - ✓ Recognizes that eating meals and snacks on time is a critical part of diabetes management
 - ✓ Ensure that the student has timely access to food and sufficient time to finish
- Understands that hypoglycemia can occur before lunch
 - ✓ Knows the symptoms and immediate treatment of mild or moderate hypoglycemia as described in the student's IHP

- ✓ Knows how to access the school nurse or in her absence, the trained delegate
- Encourages the student to eat appropriate foods
- Recognizes the signs and symptoms of hypoglycemia and appropriate actions based on the student's IHP/IEHP
- Recognizes that a change in a student's behavior could signal blood glucose changes
- Communicates with the school nurse any concerns or questions about the student
- Establishes a trusting relationship with the parents/guardians and establishes regular lines of communication that are proactive and supportive
- Maintains confidentiality and respects the student's right to privacy

Actions for the District Transportation Coordinator and Bus Drivers

The bus driver:

- Participates in Level One and Two Diabetes Training (Student-Specific), as appropriate (N.J.S.A. 18A:40-12.16)
- Discusses with the school nurse any students on the bus who have diabetes
 - ✓ Reviews the IHP/IEHP for students with diabetes on the bus
 - ✓ Recognizes the signs and symptoms of hypoglycemia and hyperglycemia
 - Understands that hypoglycemia may occur any time of the day, including at the beginning of the day if the student does not eat breakfast
 - ✓ Understands the symptoms and immediate treatment of mild or moderate hypoglycemia as described in the student's IHP/IEHP
 - Has immediate access to a fast-acting form of glucose such as glucose tablets, hard candy, glucose gel, or sports drink if required by the student's IHP/IEHP
 - Knows where the student keeps his diabetes care supplies (e.g. back pack, lunch box)
 - Knows how to access the school nurse or in her absence, the trained delegate
 - Knows how to access the student's parents/guardians in an emergency
 - Knows district emergency procedures including how to access emergency medical services
 - ✓ Provides a supportive environment for the student to manage diabetes effectively and safely
 - Facilitates access to water while on the bus
 - Permits the student to eat snacks while on the bus
- Communicates with the school nurse any concerns or questions about the student
- Establishes a trusting relationship with the parents/guardians and establishes regular lines of communication that are proactive and supportive
- Maintains confidentiality and respects the student's right to privacy

Actions for the School Counselor, Social Worker or Psychologist

The counselor, social worker or psychologist:

- Serves as a core member of the school health team
 - ✓ Advises the school leadership team on social and emotional issues that impact students with diabetes
 - ✓ Facilitates discussion with the school health team about school policies and practices related to diabetes management
 - ✓ Recommends policy or procedural changes to support the social and emotional health of the school community, especially students with diabetes
 - ✓ Collaborates with other school health team members, including but not limited to school food services personnel, teachers, coaches, and nurses to provide necessary services and accommodations
 - ✓ Collaborates with community agencies and healthcare providers to optimize care for students with diabetes
 - ✓ Promotes and encourages independence and self-care consistent with the student's ability, skill, maturity, and developmental level
- Participates in Level One and Two Diabetes Training (Student-Specific)
- Coordinates or participates in on-going communication with the school's 504 team, CST/IEP team, and/or intervention and referral services team, as appropriate to the needs of the student with diabetes (N.J.A.C. 6A:16-2.3(b)5xi and xiii)
 - ✓ Ensures that individualized educational plans and related accommodations reflect understanding and consideration of the student's medical condition and align with care outlined in the IHP/IEHP
 - ✓ Supports school-based practices that comply with Section 504, IDEA, and ADA as well as state equity regulations (N.J.A.C. 6A:7)
- Works with the school nurse and the parents/guardians to obtain materials and medical supplies for diabetes care tasks
- Assists the family to secure medical insurance and other means of support, if needed

- Participates in professional learning opportunities to remain current about standards of care for children with diabetes
- Maintains confidentiality and the student's right to privacy
- Acts as an advocate for students to help them meet individual health care needs
- Is aware of and respond to the emotional needs of the student
 - Provides one-to-one and/or group support as indicated in the IHP or as requested by the student's parent/guardian or healthcare provider
 - Recognizes that students with chronic illness such as diabetes may rebel by discontinuing all or part of their medical regimen
 - Is aware that some students may not wish to share information about their diabetes with other school staff or with peers
- Is aware of the student's academic progress and any possible barriers to learning
 - Monitors student academic achievement to ensure timely referral for tutoring
 - Monitors attendance to ensure timely requests for home instruction, if warranted
- Communicates with the school nurse any concerns or questions about the student
- Establishes a trusting relationship with the parents/guardians and establishes regular lines of communication that are proactive and supportive
- Maintains confidentiality and respects the student's right to privacy

Actions for Parents and Guardians

Parents and Guardians:

- Inform the school principal and school nurse when the child enrolls in the school or is newly diagnosed with the disease
- Provide accurate and current emergency contact information
- Collaborate with the school nurse to develop the student's IHP/IEHP
 - ✓ Provide the school nurse with written authorization for the provision of diabetes care
 - ✓ Work with the school nurse to obtain written authorization for the provision of diabetes care from the student's physician or advanced practice nurse
 - ✓ Provide written authorization for the student's self-management and care of diabetes, if appropriate
 - ✓ Work with the school nurse to secure written authorization from the student's physician or advanced practice nurse indicating that the student is capable of and has been instructed in the self-management and care of his diabetes, if appropriate
 - ✓ Provide the school nurse with a release of information authorizing the sharing of medical information between the student's physician or advanced practice nurse and other health care providers and authorization to share medical information with other school personnel, as necessary
 - ✓ Attend meetings of the school health team, as requested
 - ✓ Attend meetings with the 504 team or IEP team to develop appropriate accommodations
 - Provide specific information to the school nurse, school health team, 504 team or IEP team, as requested, about the child's diabetes and diabetes-related tasks
 - ✓ Inform the school nurse of any changes in the student's health status so the IHP/IEHP can be updated
- Provide supplies and equipment necessary for implementing the child's IHP/IEHP
 - ✓ Provide blood glucose monitoring equipment
 - ✓ Provide supplies for insulin administration
 - ✓ Provide ketone testing supplies

- ✓ Ensure an ample supply of snacks and bottled water, if necessary
- ✓ Provide a source of fast-acting glucose such as fruit juice or honey
- ✓ Provide an emergency glucagon kit
- ✓ Replenish the supplies upon request and as needed
- ✓ Ensure that the student has sufficient supplies for extended day or off-school site activities
- Inform the school nurse and appropriate others (e.g., teachers, principals, bus drivers) when the student plans to participate in school-sponsored activities that occur before or after school
- Collaborate with the school social worker or other member of the school health team to secure medical insurance and other means of support, if needed
- Are aware of the child's academic progress and any possible barriers to learning
 - Monitor student academic achievement and request assistance for a struggling student
 - Attend parent-teacher conferences and other meetings to discuss student progress
 - Monitor attendance to ensure timely requests for home instruction, if warranted
- Communicate with the school nurse any concerns or questions about the student's IHP/IEHP or related health issues
- Establish a trusting relationship with the school health team and establish regular lines of communication that are proactive and supportive
- Maintain confidentiality and respects the child's right to privacy
- Review school breakfast/lunch menus and schedules, in advance, and discuss healthy eating with the child
 - Share information with the school health team about their child's diabetes meal and snack plans
 - Reinforce to their child that eating meals and snacks on time is a critical part of diabetes management
 - Ensure that the student has timely access to food and sufficient time to finish
- ✓ Promote and encourage independence and self-care consistent with the student's ability, skill, maturity, and developmental level

- Consult with the school nurse and the child to determine the most appropriate location for blood glucose monitoring and insulin administration
 - Consider privacy concerns and emotional issues when selecting a location
- Plan, in advance, for field trips, after school activities, and evening events to ensure the child has sufficient equipment, medication, snacks, and a delegate, if required
- Monitor the child's self-management skills and share information with the school nurse and/or counselor
- Request help from school counselors to address social and emotional or developmental issues related to diabetes management
- Advocate for the child's participation in school activities and programs but treat the child with diabetes the same as other children, except to meet medical needs

Actions for the Student with Diabetes

The student:

- Participates in the development of the IHP/IEHP, if age and developmentally appropriate
 - ✓ Knows what is outlined in the IHP/IEHP
 - ✓ Knows where to go in school for help, information, and counseling
 - ✓ Knows who to contact when having a reaction
 - ✓ Knows how to treat hypoglycemia or hyperglycemia
- Manages diabetes care consistently and with fidelity
 - ✓ Checks blood glucose levels at prescribed intervals and keeps a log of the results
 - ✓ Monitors physical activity levels and understands the importance of regular physical activity
 - ✓ Determines the correct insulin dosage and administers insulin as required
 - ✓ Disposes of medical wastes including sharps, safely and appropriately, and maintains a safe and clean testing environment in classrooms and other sites
 - ✓ Eats meals and snacks as planned
 - ✓ Carries diabetes equipment at all times or knows how to access the equipment immediately
 - ✓ Knows who has been assigned as the trained delegate for glucagon, if required
 - ✓ Knows how to modify treatment regimen in accordance with the written IHP for unexpected changes such as schedule changes, bus changes, or after school activities
- Discusses with teachers and parents/guardians ways to make-up work missed due to diabetes-related absences
- Seeks help and assistance when needed from members of the school health team including but not limited to counselors, social workers, school nurses, teachers, and coaches
- Reports changes in daily regimen to the school nurse and shares important information with the school nurse such as blood glucose levels, changes in insulin dosage, or changes in health status that may alter the prescribed regimen
- Maintains confidentiality and privacy