

SD 42 PROCEDURE: 9610.3

DIABETES

Purpose(s)

To provide guidelines for developing a support plan that creates and maintains a safe and healthy environment for students with Diabetes.

Definitions

Diabetes has various conditions such as Type 1, Type 2 and others are being identified. Type 1 Diabetes is a condition that occurs when the pancreas is unable to produce insulin.

- **Diabetes Support Plan:** required for all students in a school setting.
- **Delegated Care Plan:** for those students that are not independent in their care and require the training of Education Assistants to provide the medical interventions. Referral to NSS required.

Process

1. The parent(s)/guardian(s) will inform the principal of the student's diabetes condition and complete the **Diabetes Support Plan** and **Medical Alert Information Form**. This plan must be reviewed annually by the parent and shared with the principal.
2. The parent(s)/guardian(s) must arrange a meeting with the principal prior to the student's first day in a school or any time there is a change in the student's medical condition. The principal will inform all relevant staff and will share details of the support plan.
3. If a student requires emergency medication (Glucagon) to be kept at school, it is the responsibility of school staff to review the [Medical Conditions at School - Fraser Health Authority page](#) prior to every school year. Public Health Nurses are available to help address questions that may arise and provide consultation.
4. A meeting with the student's teacher(s) will be arranged as soon as possible to share the implications of the support plan.
5. The **Diabetes Support Plan** will be reviewed by the parent(s)/guardian(s) and school staff involved with the student.
6. In consultation with and permission from the student and their parent(s)/guardian(s), students in the class may be provided information regarding the student's condition.
7. If student is unable to independently manage their diabetes, a referral to Nursing Support Services (NSS) is recommended. The family should be directed to obtain a physician generated diabetes delegated care referral to NSS. Referral may be found on the following website:

<http://www.bcchildrens.ca/health-professionals/refer-a-patient/nursing-support-services-referral>

It is vital that students with diabetes be easily identified. Students are encouraged to wear a medical alert bracelet. The **Diabetes Support Plan** must be in the medical alert binder. Medical alert information (with an up-to-date photograph of the student) may be posted at various locations such as the student's classroom, medical room and any other room used on a regular basis by the student.

8. Emergency supplies such as fast acting carbohydrates (juice boxes, Dextabs, skittles, etc.) and glucagon (injectable/nasal) will be kept in accessible locations. These are to be provided to the schools by the parents. Parents are expected to maintain an adequate supply. These locations will be made known to all staff. Students should be carrying fast acting sugars with them.

UPDATED: September 2023

Appendices:

Diabetes Support Plan and Medical Alert Information

Instructions: This form is a communication tool for use by parents to share information with the school. Students who are receiving Nursing Support Services (NSS) Delegated Care do not need to complete page 3. This form does NOT need to be completed by Diabetes Clinic staff, Nursing Support Service Coordinators or Public Health Nurses.

Name of Student:		Date of Birth:		
School:	Grade:	Teacher/Div:		
Care Card Number:		Date of Plan:		
CONTACT INFORMATION				
Parent/Guardian 1:	Name:			<input type="checkbox"/> Call First
Phone Numbers:	Cell	Work	Home	Other
Parent/Guardian 2:	Name:			<input type="checkbox"/> Call First
Phone Numbers:	Cell:	Work:	Home:	Other:
Other/Emergency:	Name:		Relationship:	
	Able to advise on diabetes care: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Phone Numbers:	Cell:	Work:	Home:	Other:
Have emergency supplies been provided in the event of a natural disaster? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, location of emergency supply of insulin: _____				
STUDENTS RECEIVING NSS DELEGATED CARE				
NSS Coordinator: _____ Phone: _____				
School staff providing delegated care:				

Parent Signature: _____ Name: _____

Date: _____

**MEDICAL ALERT - TREATING MILD TO MODERATE LOW BLOOD GLUCOSE NOTE: PROMPT ATTENTION
CAN PREVENT SEVERE LOW BLOOD GLUCOSE**

SYMPTOMS	TREATMENT FOR STUDENTS NEEDING ASSISTANCE (<u>anyone</u> can give sugar to a student):		
<input type="checkbox"/> Shaky, sweaty <input type="checkbox"/> Hungry <input type="checkbox"/> Pale <input type="checkbox"/> Dizzy <input type="checkbox"/> Irritable <input type="checkbox"/> Tired/sleepy <input type="checkbox"/> Blurry vision <input type="checkbox"/> Confused <input type="checkbox"/> Poor coordination <input type="checkbox"/> Difficulty speaking <input type="checkbox"/> Headache <input type="checkbox"/> Difficulty concentrating Other:	<p>Location of fast acting sugar: _____</p> <p>1. If student able to swallow, give one of the following fast acting sugars:</p> <table border="0"> <tr> <td> 10 grams <input type="checkbox"/> ___ glucose tablets <input type="checkbox"/> 1/2 cup of juice or regular soft drink <input type="checkbox"/> 2 teaspoons of honey <input type="checkbox"/> 10 skittles <input type="checkbox"/> 10 mL (2 teaspoons) or 2 packets of table sugar dissolved in water <input type="checkbox"/> Other (ONLY if 10 grams are labelled on package): </td><td> OR 15 grams <input type="checkbox"/> ___ glucose tablets <input type="checkbox"/> 3/4 cup of juice or regular soft drink <input type="checkbox"/> 1 tablespoon of honey <input type="checkbox"/> 15 skittles <input type="checkbox"/> 15 mL (1 tablespoon) or 3 packets of table sugar dissolved in water <input type="checkbox"/> Other (ONLY if 15 grams are labelled on package): </td></tr> </table> <p>2. Contact designated emergency school staff person. 3. Blood glucose should be re-checked in 15 minutes. 4. Re-treat (as above) and call parent to notify if symptoms do not improve <u>and/or</u> blood glucose remains below 4 mmol/L. 5. Do not leave student unattended until blood glucose 4 mmol/L or above. 6. Give an extra snack such as cheese and crackers if next planned meal/snack is not for 45 minutes.</p>	10 grams <input type="checkbox"/> ___ glucose tablets <input type="checkbox"/> 1/2 cup of juice or regular soft drink <input type="checkbox"/> 2 teaspoons of honey <input type="checkbox"/> 10 skittles <input type="checkbox"/> 10 mL (2 teaspoons) or 2 packets of table sugar dissolved in water <input type="checkbox"/> Other (ONLY if 10 grams are labelled on package):	OR 15 grams <input type="checkbox"/> ___ glucose tablets <input type="checkbox"/> 3/4 cup of juice or regular soft drink <input type="checkbox"/> 1 tablespoon of honey <input type="checkbox"/> 15 skittles <input type="checkbox"/> 15 mL (1 tablespoon) or 3 packets of table sugar dissolved in water <input type="checkbox"/> Other (ONLY if 15 grams are labelled on package):
10 grams <input type="checkbox"/> ___ glucose tablets <input type="checkbox"/> 1/2 cup of juice or regular soft drink <input type="checkbox"/> 2 teaspoons of honey <input type="checkbox"/> 10 skittles <input type="checkbox"/> 10 mL (2 teaspoons) or 2 packets of table sugar dissolved in water <input type="checkbox"/> Other (ONLY if 10 grams are labelled on package):	OR 15 grams <input type="checkbox"/> ___ glucose tablets <input type="checkbox"/> 3/4 cup of juice or regular soft drink <input type="checkbox"/> 1 tablespoon of honey <input type="checkbox"/> 15 skittles <input type="checkbox"/> 15 mL (1 tablespoon) or 3 packets of table sugar dissolved in water <input type="checkbox"/> Other (ONLY if 15 grams are labelled on package):		

MEDICAL ALERT – GIVING GLUCAGON FOR SEVERE LOW BLOOD GLUCOSE

SYMPTOMS	PLAN OF ACTION
<ul style="list-style-type: none"> Unconsciousness Having a seizure (or jerky movements) So uncooperative that you cannot give juice or sugar by mouth and unable to swallow 	<ul style="list-style-type: none"> Place on left side and maintain airway Call 911, then notify parents Manage a seizure: protect head, clear area of hard or sharp objects, guide arms and legs but do not forcibly restrain, do not put anything in mouth Administer glucagon



MEDICATION INSTRUCTIONS– Glucagon (Intramuscular or Intranasal)

Intranasal (Baqsimi)	Intramuscular (GlucaGen or Lilly Glucagon)
Dose & Route	Dose & Route
<input type="checkbox"/> Baqsimi® 3 mg nasal powder given in one nostril (for students 4 years and above)	<input type="checkbox"/> 0.5 mg = 0.5 ml by intramuscular injection (for students 5 years of age and under) <input type="checkbox"/> 1.0 mg = 1.0 ml by intramuscular injection (for students 6 years of age and over)
Directions as Ordered (see below)	Directions as Ordered (see below)
<ul style="list-style-type: none"> Remove shrink wrap on tube by pulling the red stripe Open the lid and remove the device from tube Hold the device between 2nd and 3rd fingers and thumb (do not push yet!) Insert device tip gently into one nostril until your fingers touch outside of student's nose Push the plunger firmly all the way in until the green line is no longer showing Throw away device/tube; single use only Once student is alert, give juice or alternate fast-acting sugar 	<ul style="list-style-type: none"> Remove cap Inject liquid from syringe into dry powder bottle Roll bottle gently to dissolve powder Draw fluid dose back into the syringe Inject into outer mid-thigh (may go through clothing) Once student is alert, give juice or fast acting sugar

Provincial Standards: Supporting Students with Type 1 Diabetes in the School Setting

LEVEL OF SUPPORT REQUIRED FOR STUDENTS NOT RECEIVING NSS DELEGATED CARE		
<p>Requires checking that task is done (child is proficient in task):</p> <p><input type="checkbox"/> Blood glucose testing</p> <p><input type="checkbox"/> Carb counting/adding</p> <p><input type="checkbox"/> Administers insulin</p> <p><input type="checkbox"/> Eating on time if on NPH insulin</p> <p><input type="checkbox"/> Act based on BG result</p>	<p>Requires reminding to complete:</p> <p><input type="checkbox"/> Blood glucose testing</p> <p><input type="checkbox"/> Carb counting/adding</p> <p><input type="checkbox"/> Insulin administration</p> <p><input type="checkbox"/> Eating on time if on NPH insulin</p> <p><input type="checkbox"/> Act based on BG result</p>	<p><input type="checkbox"/> Student is completely independent</p>
<p>MEAL PLANNING: The maintenance of a proper balance of food, insulin and physical activity is important to achieving good blood glucose control in students with diabetes.</p>		
<p>In circumstances when treats or classroom food is provided but not labelled, the student is to:</p> <p><input type="checkbox"/> Call the parent for instructions <input type="checkbox"/> Manage independently</p>		
<p>BLOOD GLUCOSE TESTING: Students must be allowed to check blood glucose level and respond to the results in the classroom, at every school location or at any school activity. If preferred by the student, a private location to do blood glucose monitoring must be provided, unless low blood glucose is suspected.</p>		
<p>Frequency of Testing: <input type="checkbox"/> midmorning <input type="checkbox"/> lunchtime <input type="checkbox"/> mid afternoon <input type="checkbox"/> before sport or exercise</p> <p><input type="checkbox"/> With symptoms of hyper/hypoglycemia <input type="checkbox"/> Before leaving school</p> <p>Location of equipment: With student _____ In classroom _____</p> <p style="padding-left: 150px;">In office _____ Other _____</p> <p>Time of day when low blood glucose is most likely to occur: _____</p> <p>Instructions if student takes school bus home:</p>		
<p>PHYSICAL ACTIVITY: Physical exercise can lower the blood glucose level. A source of fast-acting sugar should be within reach of the student at all times (see page 2 for more details). Blood glucose monitoring is often performed prior to exercise. Extra carbohydrates may need to be eaten based on the blood glucose level and the expected intensity of the exercise.</p>		
<p>Comments:</p>		
<p>INSULIN: All students with type 1 diabetes use insulin. Some students require insulin during the school day, most commonly before meals.</p>		
<p>Is insulin required at school on a daily basis? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Insulin delivery system: <input type="checkbox"/> Pump <input type="checkbox"/> Pen <input type="checkbox"/> Needle and syringe (at home or student fully independent)</p> <p>Frequency of insulin administration:</p>	<p>Location of insulin: with student _____</p> <p style="padding-left: 40px;">In classroom _____ In office _____</p> <p style="padding-left: 40px;">Other _____</p> <p>Insulin should never be stored in a locked cupboard.</p>	

Diabetes Medication Administration Form

Instructions: This form is updated annually to document physician approval regarding the following:

- Administration of glucagon by school staff
- Administration of insulin by school staff for a student not able to complete the task (NSS Delegated Care)
- Supervision by school staff of a student self-administering insulin who is not yet fully independent in the task (NSS Delegated Care)

Student Name: _____ Date of Birth: _____

School: _____ Care Card Number: _____

Parent/Guardians' Name(s): _____

Home Phone: _____ Cell Phone: _____

Injectable Glucagon (GlucaGen® or Lilly Glucagon™)	Intranasal Glucagon (Baqsimi®)
For severe low blood glucose, give by intramuscular injection: 0.5 mg = 0.5 ml for students 5 years of age and under 1.0 mg = 1.0 ml for students 6 years of age and over	For severe low blood glucose, give by intranasal route: Baqsimi® 3 mg (if available)
Insulin (rapid acting insulin only)	
Insulin delivery device: insulin pump insulin pen (Junior 1/2 unit pen only) Note: The following cannot be accommodated when insulin administration is being delegated to a school staff person via pump or pen: <ul style="list-style-type: none">• Overriding the calculated dose• Entering an altered carbohydrate count for foods in order to change the insulin dose• Changing the settings on the pump• Deviating from the NSS Delegated Care Plan	
For students using an insulin pen, insulin may be administered at lunchtime only (due to the inability to accurately calculate insulin on board). The method of calculating the dose is as follows: Bolus Calculator Sheet Variable dose insulin scale for blood glucose for consistent carbohydrates consumed Bolus-calculating meter (e.g. Libre, Insulinx Meter / Insulin Mentor Meter) Fixed Amount/Dose: _____ units (include insulin name and amount)	
Parent/guardian authority to adjust insulin dose for bolus calculator sheet or sliding scale: Yes No	
For students using an insulin pump, insulin can be given if needed at recess, lunch and two hours after lunch (as there is an ability to know the insulin on board).	
I agree the student's diabetes can be safely managed at school within the above parameters.	

Physician Signature: _____ Date: _____

Physician Name: _____ Clinic Phone Number: _____

Reference:

Fillable document created from Ministries of Health, Education and Child Care, and Children and Family Development (March, 2015; page 16).
Provincial Standards: Supporting Students with Type 1 Diabetes in the School Setting (pg. 16). Vancouver, BC: Author.