

FREDERICK COUNTY PUBLIC SCHOOLS		Reg. No. 400-80
Subject:	STUDENTS WITH DIABETES	Issued: 1/12/05
Preparing Office:	Office of the Superintendent	Amended: 10/26/17

I. Policy

II. Definitions

Diabetes Medical Management Plan (DMMP): The Maryland health care provider order form that contains the instructions and medication orders provided by a student's health care provider and indicates the health care services and medications needed by a student to treat the student's diabetes at school. (<http://www.fcps.org/student-services/forms>)

Disability under Section 504: Under federal law called *Section 504 of the Rehabilitation Act of 1973*, all students with disabilities who are eligible under Section 504 are entitled to have access to a free and appropriate public education. A person is considered to have a disability if that person (1) has a physical or mental impairment that substantially limits one or more of such person's major life activities; (2) has a record of such an impairment; (3) is regarded as having such an impairment; or (4) has an impairment that is episodic or in remission that substantially limits one more major life activities, when active.

Emergency Plan: A document that specifies the actions needed to manage a student's specific, medical condition in the event of a medical emergency.

Health Room Technician: Health Room Technicians (HRTs) are Certified as Nursing Assistants and Medication Technicians by the Maryland Board of Nursing. The HRT works under the supervision of the RN and is responsible for the day to day operations of the school health room. Some responsibilities of the HRT include first aid administration, responding to medical emergencies, administering prescribed medications as delegated by the RN, and performing other delegated nursing tasks.

Hyperglycemia: A high blood glucose level that can result from a mismatch of insulin, food intake, stress, illness, and exercise. Symptoms include increased thirst, frequent urination, increased hunger, fatigue, irritability, and blurred vision.

Individualized Education Program (IEP): Under federal law called *Individuals with Disabilities Education Act (IDEA)* and corresponding state law, a child with a disability, which affects his or her learning has a right to a free and appropriate public education. The IEP is a written description of the special education and related services needed by the student. Considering the student's educational strengths and needs, the program outlines accommodations and modifications to enable the student to participate in an educational program, specific goals and objectives to enable the student to be successful in school, and services required by the student to meet the goals and objectives of the IEP.

Individualized Health Plan (IHP): A type of nursing care plan developed by the school nurse, utilizing data from a nursing appraisal/assessment that is specific to a student with a chronic health condition and designed to meet the student's unique health care needs.

Licensed Practical Nurse (LPN): The LPN works as a member of the nursing team and is supervised by the Registered School Nurse. LPNs within the school health program are either assigned to a specific school or provide substitute coverage to multiple schools. The primary role of the LPN is to augment specific nursing tasks that cannot be delegated to a health room technician.

Nursing Appraisal: The act of gathering and identifying data that assists the nurse, the client, and the client's family to identify problems that may interfere with learning. These may include health observations, interviews, and conferences with parents/guardians, students, educators, and other health professionals.

Nursing Assessment: The act of gathering and identifying data that assists the nurse, the client, and the client's family to identify the client's health concerns and needs. (Nurse Practice Act Annotated Code of Maryland, Health Occupations Article, Title 8, COMAR Title 10, Subtitle 27.)

School Nurse: The School Nurse is a Registered Nurse (RN) who serves as the leader of the school health team in each school. Each RN is responsible to provide supervision and health services to two to three schools. The School Nurse case manages students with chronic health conditions, delegates treatments and medication administration in accordance with the Maryland Nurse Practice Act, and collaborates with school staff to ensure that students can safely access their educational day. A dedicated Health Room Technician (HRT) or Licensed Practical Nurse (LPN) is assigned to every school health room and carries out the day to day provision of health services to students under the supervision of the School Nurse.

School-Sponsored Events and Activities: Academic and non-academic school programs and activities that receive federal financial assistance, including federal funds (see 34 C.F.R. part 104) and, therefore, subject to *Section 504 of the Rehabilitation Act of 1973*. These activities are those the student attends as a participant and not those attended as an observer.

Unlicensed School Staff: Non-medical school staff who are not part of the school health services program and meet the definition of an "Unlicensed Individual" under Code of Maryland Regulations 10.27.11.02 (23). This may include, but is not limited to, teachers, coaches, athletic trainers, administrators, and cafeteria workers.

III. Procedures

Diabetes is a chronic disorder of carbohydrate, fat, and protein metabolism characterized by high blood sugar and increased urination resulting from inadequate production or utilization of insulin. The care of students with diabetes involves daily medication administration, monitoring of food intake and physical activity. Diabetes management in the school setting also requires attention to students' academic needs and rights. Planning for diabetes care in the school setting requires a collaborative approach with the school nurse as the leader related to health services. It is important to use a coordinated team approach that includes the students and their families, health care provider(s), teachers, counselors, and other school staff, to implement routine and emergency diabetes medical care and the educational activities for students with diabetes.

IV. Roles and Responsibilities

A. Parent/Guardian Responsibilities

Parents/guardians are integral to planning, care, and coordination of care for students with diabetes. It is important for school nurses and parents/guardians to work collaboratively to provide for the health and safety of students with diabetes. Parents/guardians are responsible to:

1. Inform the school nurse or other school health services staff that their child has diabetes;
2. Provide the school with emergency contact information that is accurate and updated as needed;
3. Provide the school with complete, accurate, and up-to-date medical information related to the student's diabetes;
4. Provide the appropriately written diabetes medical management plan/health care provider form (link to form);
5. Communicate any adjustments to dosaging to the school nurse in a timely fashion, if there are insulin orders where the prescriber allows for parent/guardian discretion within prescribed parameters;
6. Provide timely communication to the school nurse regarding any changes in insulin pump settings if applicable;
7. Provide any other health care provider orders to health services staff;
8. Supply non-expired routine and emergency medication and dosing devices/equipment as needed throughout the school year;
9. Supply non-expired routine and emergency medications and devices/equipment for long term care (up to 72 hours in the event of a disaster or emergency);
10. Perform blood glucose monitor control testing or provide control solution to the school;
11. Provide appropriate snacks and beverages (including a refillable water bottle if possible) for during school and after-school time as needed;
12. Provide the school nurse with up-to-date and timely information regarding the student's participation in school sponsored after-school activities (e.g., club, sports, academic supports/tutoring, make-up work) to allow a reasonable amount of time to arrange staffing for addressing the student's diabetes care needs;
13. Work with the school team to develop an appropriate plan of care for the student;
14. Work with the school nurse to develop and implement a plan for increased independence with diabetes care and self-management, as appropriate, in collaboration with the student's health care provider;
15. Monitor the proper storage (i.e., away from light and high temperatures) and routinely check the expiration dates of medications for students who self-carry;
16. Provide school nurse with user manuals for any diabetes care devices and equipment if requested; and
17. Provide the recommended and preferred medical identification bracelet/necklace indicating student has diabetes.

B. Student Responsibilities

Coordinating and managing the care of students with diabetes requires the school nurse to communicate with the student about his/her role in planning and participating in his/her diabetic management. Student participation and responsibilities must be developmentally appropriate. Student responsibilities may include, but are not limited to:

1. Follow the diabetes management plan, Individualized Health Plan, Emergency Care Plan, Outside the Health Room Plan (if applicable);
2. Provide, accurate, timely, and up to date information regarding after school activities to allow a reasonable amount of time to plan for staffing to meet the student's diabetes care needs.
3. Communicate with the school health staff or other designated school staff regarding symptoms of hypoglycemia or hyperglycemia and other illnesses which may impact diabetes management;
4. Communicate accurate information regarding carbohydrate intake to school health staff or other designated school staff;
5. Act responsibly when possessing and self-administering medications;
6. Dispose of sharps appropriately and use standard precautions as instructed by the school nurse;

7. Collaborate with the school nurse, parent/guardian, and health care provider in care planning (as capable to do so);
8. Provide timely communication to the school nurse regarding changes in pump settings; and
9. Provide self-management or participate in learning self-management.

C. School Administrator Responsibilities

School administrators will be made aware of students with a diagnosis of diabetes and will work with the school nurse to support the implementation of a team approach to the health care needs of all students including those with diabetes. School administrators should work closely with the school nurse and other school staff to plan and coordinate the care for these students. For students with a Section 504 plan ¹ or IEP, necessary accommodations are determined by the Section 504 or IEP team based on a variety of factors, including but not limited to the school nurse assessment findings and recommendations, the student's DMMP/health care provider orders, and input from the parent/guardian and the student as appropriate. The school administrator and school nurse collaborate to gather, maintain, and review school-wide information required to meet the student's needs. The school administrator should ensure the following are provided:

1. Sharps container(s);
2. Appropriate storage for all diabetes related medication and equipment;
3. Access to medication, blood glucose monitoring, ketone testing equipment, and snacks;
4. Meal and snack accommodations (if applicable) in compliance with USDA requirements;
5. Adequate staffing to execute the student's diabetic medical management plan, individual health plan, and emergency care plan;
6. Appropriate staff to verify and provide the support needed for diabetes care during school sponsored events and field trips based on the student's DMMP/healthcare provider orders and nursing assessment.

The school administrator is responsible to:

1. Support the school nurse as the leader of the school health services team;
2. Support the school nurse's training, outreach, education, and awareness activities regarding diabetes.
3. Support the school nurse's decision to identify and train appropriate unlicensed school staff in diabetic care and response in a diabetic emergency, including administration of emergency medications;
4. Support the participation of students with diabetes on field trips, during after-school activities, and other school sponsored events by providing needed diabetes management care in accordance with the student's DMMP/health care provider orders, IHP, Section 504 plan, or IEP (If applicable), and emergency plan in accordance with applicable law, state and federal statutes, regulations, and policy.

D. School Nurse Responsibilities

The registered nurse is the leader of the school health nursing team. The registered nurse, the expert in nursing and health, makes the decisions about how care is provided and who provides the care to the child in the school. (*Maryland State School Health Services Guidelines – Management of Diabetes in Schools*, May 2017 – Maryland State Department of Education [MSDE] and Maryland Department of Health and Mental Hygiene [DHMH])

The school nurse is responsible to:

1. Perform a nursing appraisal and nursing assessment for each student identified with diabetes;

¹ FCPS Regulation 400-66 Section 504 of the Rehabilitation Act of 1971 – Implementation Guidelines

2. Collaboratively with the parent/guardian, student, and appropriate school staff, develop an Individualized Health Plan and Emergency Plan for students with diabetes;
3. Use his/her nursing judgment, delegate certain diabetes care tasks to the Health Room Technician who is a Certified Nursing Assistant and Certified Medication Technician;
4. Use his/her nursing judgment, train selected school staff, who do not routinely perform diabetes care tasks as part of their regular job description, to perform diabetic management tasks;
5. Communicate the needs of the student with diabetes to appropriate school staff to ensure the safety of the student;
6. Participate in Section 504 or IEP planning for the student with diabetes if applicable.

E. School Staff Responsibilities

Refer to Exhibit 1 attached to this regulation (Table 7, *Maryland State School Health Services Guidelines – Management of Diabetes in Schools*, May 2017 – MSDE and DHMH).

School staff are important members of the school team responsible for implementing a team based approach to school diabetes management. School staff with direct responsibility for students with diabetes should receive student specific education and training to support implementation of the student’s DMMP/health care provider orders. The school nurse, the school administrator, and the school staff will determine who will be designated to perform or support the student to perform diabetes care tasks when a school health team member is not available. A school administrator cannot require a teacher to perform diabetes care tasks by virtue of the student’s placement in that teacher’s class.

Designated unlicensed school staff trained in a student’s diabetes care may be trained to:

1. Perform blood glucose monitoring;
2. Administer diabetic medications, including insulin;
3. Administer emergency medications;
4. Recognize symptoms of hypoglycemia and hyperglycemia and appropriate actions to take including procedures to report observations to the school nurse; and
5. Support students who self-manage their diabetes.

V. Legal Protections

In accordance with Maryland law, an individual who has received instruction to provide services to students in accordance with these guidelines is not civilly liable for any act or omission in the course of providing diabetes care services to a student if: (i) the individual is acting in good faith while providing diabetes care services to a student who is in need of diabetes care services or to a student who the individual believes in good faith to be in need of diabetes care services; (ii) the diabetes care services are provided in a reasonably prudent manner; and (iii) the diabetes care services are provided to the student without fee or other compensation.

Approved:

original signed by

Theresa R. Alban
Superintendent

Maryland State School Health Services Guideline – Management of Diabetes in Schools – 2017

Table 7

RESPONSIBILITIES OF SELECT SCHOOL STAFF RELATED TO THE MANAGEMENT OF DIABETES IN SCHOOLS	
Bus Drivers	Reading and understanding all pertinent health care information provided by the school nurse regarding a student’s diabetes and diabetes management; implement the student’s emergency plan as instructed and/or trained by the school nurse; communicate problems or concerns with the transportation office, school nurse and school administrator, and parent/guardian as instructed or trained.
Coaches, Athletic Trainers, and Advisors for School Sponsored Activities	Communicate to the school nurse students with diabetes as indicated on a pre-participation sports physical; understanding all pertinent health care information provided by the school nurse regarding a student’s diabetes and diabetes management; respond to an emergency during athletic or other activities as instructed and/or trained by the school nurse; communicate problems or concerns to the school nurse and school administrator as instructed or trained.
School Registered Dietician and Food Services Personnel	Reading and understanding all pertinent health care information provided by the school nurse regarding a student’s diabetes and diabetes management related to the student’s meal plan; make school nurse aware of menu choices; maintain accurate and up-to-date nutritional analysis and share this information with the school nurse, student (as appropriate) and parent/guardian to facilitate accurate carbohydrate counting.
School Counselor	Participate in disability awareness activities as necessary; assist with support groups/counseling as needed; assist with educational planning (e.g., Section 504 plan development and implementation).
Pupil Personnel Worker	Assist the school nurse to work with families to address transportation concerns, home teaching and attendance concerns.
School Psychologist	Assist student with psychological supports for coping, adjustment and any behavioral strategies to support diabetes management and self-management.
Teachers (including substitute teachers)	Reading and understanding all pertinent health care information provided by the school nurse regarding a student’s diabetes and diabetes management; maintain accurate substitute folder; review substitute folder; be aware of the classroom needs (e.g., routine care and emergency care) and Section 504 plans for students with diabetes; respond to an emergency as instructed and/or trained by the school nurse; communicate problems or concerns to school nurse, school administrator, and parent/guardian as instructed or trained.
Trained School Staff	Respond to an emergency as instructed and/or trained by the school nurse; support daily diabetes management for students who self-manage as instructed and/or trained by the school nurse; administer insulin according to a student’s DMMP/health care provider orders as trained by the school nurse when the nurse is not available and based on nursing judgment.