



## Section Four: Students

*“Together We Learn”*

### **437R – MANAGING STUDENTS WITH DIABETES (REGULATIONS)**

Parents/guardians, Principals/Vice-Principals, designated/supervising school personnel, Manager of Transportation, Nursing Support Services (NSS), and Public Health Nurse all have specific roles and responsibilities to support students with diabetes.

#### **The Parents/Guardians will:**

- a) Provide the school with the *mandatory* Diabetes Support Plan and Medical Alert Information Form (refer to Form F436.4), this includes at the time of registration, at the beginning of each school year, and at any time there is a change in the student's diabetes management.
- b) Complete the Diabetes Medication Administration Form (refer to Form F436.4) if a student requires school personnel to administer diabetes related medication, for example fast-acting insulin and/or injectable/intranasal Glucagon. This form must be completed and signed by the student's physician and returned to the school at the beginning of each school year or if there has been a change in the student's diabetes management.
- c) Obtain a referral from the student's physician to Nursing Support Services (NSS) if the student requires delegated nursing tasks.
- d) Collaborate with the NSS Coordinator to create a NSS Delegated Care Plan if the student requires delegated nursing tasks related to their diabetes management.
- e) Note on the Diabetes Support Plan and Medical Alert Information Form (refer to Form F436.4) if the student is a registered bus rider.
- f) Ensure emergency diabetes treatment medication, such as injectable/intranasal Glucagon, is available at the school in the original labelled container and is replaced when expired as per the BC Ministry of Education "Provincial Standards: Supporting Students with Type 1 Diabetes in the School Setting". Further reference can be made at Learning Tools – Glucagon Administration PPT.
- g) Provide the necessary diabetes management supplies, such as:
  - Diabetes medication, for example rapid acting insulin
  - Fast acting carbohydrates
  - Glucometer and test strips
  - Sharps container (currently present in schools)
  - Additional snacks



## Section Four: Students

*“Together We Learn”*

- h) Provide all snacks and lunches. If the student has a NSS Delegated Care Plan, food items must be clearly labelled with the carbohydrate count as per NSS requirements.
- i) Remove diabetes medication(s) from school sites at the end of each school year.
- j) Obtain, at the end of each school year, the *mandatory* Diabetes Support Plan and Medical Alert Information Form (refer to Form F436.4) from the school. If diabetes related medication is to be administered by school personnel, the student's physician must complete a Diabetes Medication Administration Form (refer to Form F436.4) on an annual basis. These forms are to be delivered on the first day of school in September.
- k) Ensure their child is wearing medical identification.
- l) Encourage their child to inform close friends of their diabetic condition and the location of their diabetes related medication(s) at school. (This is recommended for parents/guardians of students at the middle/secondary level.)
- m) Be available (or arrange for a delegate) to respond either by phone or in person at all times.

### NOTE:

- ☐ In the case of **Senior Secondary students**, the student may assume some of the parents/guardians role.
- ☐ Students may not update medical data if parents/guardians have registered conflicting information.

### The School Principal/Vice-Principal will:

- a) Ensure, at the start of each school year, that all school personnel attend the *mandatory* General Diabetes Training or review Learning Tools - General Information on Type 1 Diabetes PPT as per the BC Ministry of Education “Provincial Standards: Supporting Students with Type 1 Diabetes in the School Setting”. The Public Health Nurse will co-ordinate, (in consultation with parents/guardians if applicable), the *mandatory* General Diabetes Training for all school personnel.
- b) Coordinate and ensure that at least two designated school personnel receive training from the Public Health Nurse on the administration of injectable/intranasal Glucagon if requested by parents/guardians.



## Section Four: Students

### *“Together We Learn”*

- c) Communicate the following to the office of the Director of Instruction - Student Support Services:
  - the name of the School Administrator who will be responsible for overseeing the student's *mandatory* Diabetes Support Plan and Medical Alert Information Form and, if required, the Diabetes Medication Administration Form (refer to Form F436.4);
  - the dates the completed form(s) are returned by parents/guardians;
  - the date the Public Health Nurse provides injectable/intranasal Glucagon Training to assigned staff personnel (all required training to be completed by November 1<sup>st</sup> of each school year);
  - the names and titles of the staff personnel who receive the injectable/intranasal Glucagon training.
- d) Collect, at the time of registration and at the beginning of every school year, the completed *mandatory* Diabetes Support Plan and Medical Alert Information Form and, if required, the Diabetes Medication Administration Form (refer to Form F436.4).
- e) Provide, upon registration or the diagnosis of diabetes, parents/guardians with the following link to the BC Ministry of Education “Provincial Standards: Supporting Students with Type 1 Diabetes in the School Setting” for a summary of the guidelines to assist them in understanding their own and other’s roles and responsibilities within the BC Ministry of Education (pages 7-9).
- f) Identify school personnel to be trained and monitored by Nursing Support Services if a student requires a NSS Delegated Care Plan.
- g) Keep records of communication with parents regarding the Diabetes Support Plan and Medical Alert Information Form and/or the Diabetes Medication Administration Form (refer to Form F436.4). Document each date of communication or date when communication was initiated, even if there was no answer indicating that a message was left on voice mail or e-mail.

**NOTE:** After three attempts to obtain the *mandatory* Diabetes Support Plan and Medical Alert Information Form and/or the Diabetes Medication Administration Form (refer to Form F436.4) from the parents/guardians (communication documented) and the required form(s) is not returned, the parents/guardians must be notified that the Standard of Care will then be in place. (Definition of Standard of Care from Canadian Public Health Association: *Standard of Care is only relevant when a Duty of Care is established. The Standard of Care speaks to what is reasonable in the circumstances.*)

- h) Notify parents/guardians when staff personnel, trained to follow a NSS Delegated Care Plan, are unavailable on any given day.



## Section Four: Students

*“Together We Learn”*

- i) Provide information to all school personnel so they are visually familiar with students diagnosed with diabetes. Display the student's Medical Alert Photo ID (refer to Form F436.4) in an appropriate place, while ensuring confidentiality.
- j) Ensure school personnel are aware of all locations where the student's fast-acting carbohydrates are located. *Students will also carry their diabetes kit on their person (which includes fast-acting carbohydrates) to ensure it is immediately available.*
- k) Invite the NSS Coordinator to attend meetings with school personnel regarding the student's diabetes management if the student has a NSS Delegated Care Plan.
- l) Establish a recording system to notify parents/guardians when diabetes medication(s) is expired and needs replacing.
- m) Provide, on an annual basis, a copy of the *mandatory* Diabetes Support Plan and Medical Alert Form (refer to Form F436.4) for each student who is a registered bus rider to the Manager of Transportation (to be completed by November 1<sup>st</sup> of each school year).
- n) Provide a safe, appropriate, and *unlocked* storage area for diabetes medication(s), including provisions for school authorized field studies. In some cases, students may be required to carry diabetes medication(s) on their person.

**NOTE:** For each student who requires assistance, an established medication administration process that includes a medication record should be followed. A record of all medication administered must be recorded by name, date, time of day, amount of medication, administered by whom, and initials of person who assisted with medication (refer to Form F436.4).

- o) Collaborate with the parents/guardians and any school personnel involved with the student to develop support structures to follow the *mandatory* Diabetes Support Plan and Medical Alert Information Form (refer to Form F436.4) during the school day and during after-hours school related activities.

**NOTE:** Middle/Secondary - Ensure that a hard copy of student's names that have a Diabetes Support Plan and Medical Alert Information Form and their Medical Alert Photo ID (refer to Form F436.4) are available for all first aid attendants and placed within the school in areas such as the school office, counselling centre, gym office and the medical health room. Teachers of students, coaches etc. must be informed of students diagnosed with diabetes.



#### Section Four: Students

*“Together We Learn”*

- p) Assure that the *mandatory* Diabetes Support Plan and Medical Alert Information Form and if required, the Diabetes Medication Administration Form (refer to Form F436.4) is appropriately stored in student's files.
- q) Ensure the poster Managing Low Blood Sugar (refer to Form F436.4) is placed in visible locations in the school.
- r) Return all remaining diabetes medication(s) to parents/guardians at the end of each school year.
- s) At the end of the school year, provide parents/guardians with the *mandatory* Diabetes Support Plan and Medical Alert Information Form (refer to Form F436.4) and a new blank form to be completed for the next school year. Also, if required, send a blank Diabetes Medication Administration Form (refer to Form F436.4) to be completed by the student's physician for the first day of school in September each school year.
- t) Inform parents/guardians that medical information from the student's elementary school may not be transferred to their middle/secondary school.

**The Classroom Teacher and any other school personnel supervising the student will:**

- a) Collaborate with parents/guardians, and/or NSS, and/or the Public Health Nurse regarding the student's diabetes management information.
- b) Annually, attend the *mandatory* General Diabetes Training or review the Learning Tools - General Information on Type 1 Diabetes PPT, as per the BC Ministry of Education “Provincial Standards: Supporting Students with Type 1 Diabetes in the School Setting”.
- c) Be familiar with the student's *mandatory* Diabetes Support Plan and Medical Alert Information Form (refer to Form F436.4).
- d) Provide diabetes management information for any Temporary Teachers on Call (TTOC) who will be supervising the student diagnosed with diabetes.
- e) Communicate to parents/guardians any changes to the classroom environment that may create health concerns for a student diagnosed with diabetes.



## Section Four: Students

*“Together We Learn”*

### **The Manager of Transportation will:**

- a) Ensure that bus drivers will annually attend the *mandatory* General Diabetes Training or review the Learning Tools - General Information on Type 1 Diabetes PPT, as per the BC Ministry of Education “Provincial Standards: Supporting Students with Type 1 Diabetes in the School Setting”.
- b) On an annual basis, ensure the *mandatory* Diabetes Support Plan and Medical Alert Information Form (refer to Form F436.4) is received from schools and kept for quick reference on each school bus.
- c) Ensure that all bus drivers are familiar with the student's Diabetes Support Plan and Medical Alert Information Form (refer to Form F436.4).

### **The Nursing Support Services (NSS) Coordinator:**

Nursing Support Services are community-based registered nurses who assist students and school personnel with diabetes management in the school setting. This includes: creating a NSS Delegated Care Plan, and providing training, support and on-going supervision to school assigned school personnel.

- a) Receive referral for the student requiring assistance to manage diabetes at school from the student's physician.
- b) Obtain consent from the parents/guardians to share information with school personnel and assess the student for eligibility for a NSS Delegated Care Plan. If student meets eligibility criteria, offer parents/guardians a NSS Delegated Care Plan.
- c) Meet with the School Administrator/Designate and/or Resource Teacher prior to/at the beginning of each school year or when a student is newly diagnosed with diabetes or newly referred to NSS to discuss/review the roles and responsibilities of NSS Coordinators and the NSS Delegated Care Plan process.
- d) Collaborate with parents/guardians, school personnel and the student's physician to obtain the completed Diabetes Support Plan and Medical Alert Information Form and the Diabetes Medication Administration Form (as applicable) (refer to Form F436.4) for students with a NSS Delegated Care Plan.
- e) Collaborate with parents/guardians to develop the NSS Delegated Care Plan.



## Section Four: Students

*“Together We Learn”*

- f) Collaborate with School Administration/Designate and/or Resource Teacher to identify two suitable Certified Education Assistants (CEAs/school personnel) to support the student with their diabetes management needs.
- g) Provide initial and ongoing education, training, and delegation of nursing tasks to CEAs/school personnel that will assist the student with diabetes management using the NSS Delegated Care Plan.
- h) Inform School Administrator/Designate and/or Resource Teacher if there any concerns with care provided by CEAs/school personnel.
- i) Ensure NSS Delegated Care Plans are reviewed and updated annually or on parents/guardians notification of changes in the student's diabetes management needs.
- j) Assist classroom teacher as needed in establishing support structures for students diagnosed with diabetes.
- k) Attend meetings with school personnel regarding the student's diabetes management.
- l) Assess student's ability to independently manage their diabetes and discharge from the NSS Delegated Care Plan when appropriate.

### **The Public Health Nurse will:**

- a) Meet with the School Administrator/Designate prior to, or at the beginning of, the school year to discuss/review the student's *mandatory* Diabetes Support Plan and Medical Alert Information Form, if required, the Diabetes Medication Administration Form (refer to Form F436.4), the procedures in the school, and the role of the Public Health Nurse.
- b) Review the information collected from the student's mandatory Diabetes Support Plan and Medical Alert Information Form, and, if required, the Diabetes Medication Administration Form (refer to Form F436.4) to identify those students diagnosed with diabetes.
- c) Consult with the parents/guardians and the students' physician, as necessary, to determine the specific needs of the students diagnosed with diabetes.
- d) Annually, provide the *mandatory* General Diabetes Training for all school personnel Learning Tools - General Information on Type 1 Diabetes PPT as per the BC Ministry of Education “Provincial Standards: Supporting Students with Type 1 Diabetes in the



## Section Four: Students

*“Together We Learn”*

School Setting”. The Public Health Nurse will co-ordinate, (in consultation with parents/guardians if applicable), the *mandatory* General Diabetes Training for all school personnel.

- e) Annually provide the mandatory training for the school personnel (who have been chosen by the School Administrator/Designate) in the administration of injectable/intranasal Glucagon if requested by parents/guardians.
- f) Upon request of school personnel, additional training could be provided regarding the student's *mandatory* Diabetes Support Plan and Medical Alert Information Form (refer to Form F436.4). This education might be done with the assistance of parents/guardians and the student.
- g) Ensure the *mandatory* Diabetes Support Plan and Medical Alert Information Form (refer to Form F436.4) is reviewed and updated annually.
- h) Upon request, consult with the classroom teacher in establishing support structures for the student's *mandatory* Diabetes Support Plan and Medical Alert Information Form (refer to Form F436.4).

Date Agreed: February 26, 2020

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Date Reviewed:

Related Documents: Policy 437; Policy/Regulations 436;

Policy/Regulations 435; F436.4