



Valley School District No. 070

3030 Huffman Road • Valley, WA 99181 • Ph: (509) 937-2791 • Fax: (509) 937-2204 • www.valleypsd.org

Section 504 Plan for Diabetic Care

The 504 Plan model lists a broad range of services and accommodations that might be needed by a child with diabetes in school. The model plan should be individualized to meet the needs, abilities, and medical condition of each student and, after modification, the final plan should include only those items relevant to the care of the student listed herein. Some students will need additional services and accommodations that have not been included in this plan.

This plan will be reviewed and amended at the beginning of each school year, or more often as necessary to address the student's healthcare needs.

SCHOOL NURSE		EFFECTIVE DATE / REVISION DATE(S)	
<i>This student healthcare plan has been edited and individualized by</i>			
STUDENT IN CARE			SCHOOL:
<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>	HOMEROOM TEACHER
HEALTH CONDITION(S)		GRADE	BUS NO. / DRIVER
PARENTS/GUARDIANS		PHONE NUMBERS	
<i>Last Name</i>	<i>First Name</i>	Primary	
		Alternate	
		Alternate	
<i>Last Name</i>	<i>First Name</i>	Primary	
		Alternate	
		Alternate	
<i>Last Name</i>	<i>First Name</i>	Primary	
		Alternate	
		Alternate	
OTHER EMERGENCY CONTACTS		PHONE NUMBERS	
<i>Last Name</i>	<i>First Name</i>	Primary	
		Alternate	
		Alternate	
<i>Last Name</i>	<i>First Name</i>	Primary	
		Alternate	
		Alternate	
HEALTHCARE PROVIDER(S)		CONTACT INFORMATION	
<i>Name / Title / Business</i>		Office	
		Phone No.	
		Alternate	
		Phone No.	
<i>Name / Title / Business</i>		Office	
		Phone No.	
		Alternate	
		Phone No.	
<i>Name / Title / Business</i>		Office	
		Phone No.	
		Alternate	
		Phone No.	

GENERAL INFORMATION

■ OBJECTIVES / GOALS OF THIS PLAN

Diabetes can cause blood glucose (sugar) levels to be too high or too low, both of which affect the student's ability to learn as well as seriously endangering the student's health both immediately and in the long term. The goal of this plan is to provide the special education and/or related aids and services needed to maintain blood glucose within this student's target range, and to respond appropriately to levels outside of this range in accordance with the instructions provided by the student's personal healthcare team.

■ REFERENCES

School accommodations, diabetes care, and other services set out by this plan will be consistent with the information and protocols contained in the National Diabetes Education Program, *Helping the Student with Diabetes Succeed: A Guide for School Personnel*, June 2010.

■ DEFINITION OF TERMS USED IN THIS PLAN

- Diabetes Medical Management Plan (DMMP): A plan that describes the diabetes care regimen and identifies the health care needs of a student with diabetes. This plan is developed and approved by the student's personal healthcare team and family. Schools must do outreach to the parents and child's healthcare provider if a DMMP is not submitted by the family.
- Quick Reference Emergency Plan: A plan that provides school personnel with essential information on how to recognize and treat hypoglycemia and hyperglycemia.
- Parent-Designated Adult (PDA): Non-medical school personnel or other individual who has been identified by the school nurse, school administrator, and parent who are willing to be trained in basic diabetes knowledge and have received training coordinated by the school nurse in diabetes care, including the performance of blood glucose monitoring, insulin and glucagon administration, recognition and treatment of hypoglycemia and hyperglycemia, and performance of ketone checks, and who will perform these diabetes care tasks in the absence of a school nurse.

PROVISIONS OF CARE

■ STAFF TRAINING AND AVAILABILITY

A person may receive training to be a Parent Designated Adult (PDA) caregiver for the student. Either a parent, PDA or school nurse **will be available at the site where the student is at all times** during school hours, during extracurricular activities, and on school sponsored field trips to provide diabetes care in accordance with this plan and as directed in the DMMP, including performing or overseeing administration of insulin or other diabetes medications (which, for pump users includes programming and troubleshooting the student's insulin pump), blood glucose monitoring, ketone checks, and responding to hyperglycemia and hypoglycemia including administering glucagon.

Any staff member who is not a PDA and who has primary care for the student at any time during school hours, extracurricular activities, or during field trips will receive training that will include a general overview of diabetes and typical health care needs of a student with diabetes, recognition of high and low blood glucose levels, and how and when to immediately contact either a school nurse or a PDA.

Any bus driver who transports the student must be informed of symptoms of high or low blood glucose levels and provided with a copy the student's Quick Reference Emergency Plan and be prepared to act in accordance with that plan.

The following school staff members will be/have been trained to serve as a PDA for this student:

Name:

Training Date:

- 1.
- 2.
- 3.

These individuals are volunteers that have been granted permission by the student's parents/guardians to provide care. These individuals have been trained by a parent-approved healthcare professional certified in diabetic care. Trained staff are not

required by Valley School District to perform any duties or care designated as invasive and/or to be performed only by parents or a licensed healthcare professional (school nurse).

■ STUDENT'S LEVEL OF SELF-CARE

As stated in the attached DMMP:

1. The student is able to perform the following diabetes care tasks without help or supervision:

The student will be permitted to provide this self-care at any time and in any location at the school, at field trips, at sites of extracurricular activities, and on school buses.

2. The student needs assistance or supervision with the following diabetes healthcare tasks:

3. The student needs a school nurse or PDA to perform the following diabetes care tasks:

■ LOCATION OF SUPPLIES AND EQUIPMENT

4. The student will be permitted to carry the following diabetes supplies and equipment with him/her at all times and in all locations:

5. Diabetes supplies and equipment that are not kept on the student, plus additional supplies, will be kept at:

6. Parent is responsible for providing diabetes supplies and food to meet the needs of the student as prescribed in the DMMP/SDMO.

■ SNACKS AND MEALS

The parent or PDA, if the school nurse is not available, will work with the student to coordinate a meal and snack schedule in accordance with the attached DMMP/SDMO that will coincide with the schedule of classmates to the closest extent possible. A snack and quick-acting source of glucose must always be immediately available to the student.

- The parent, PDA, or school nurse will ensure that the student takes snacks and meals at the specified time(s) each day.
- The student will eat lunch at the same time each day, or earlier if experiencing hypoglycemia. The student will have a set time/enough time to finish lunch (___ minutes as stated by parent).

- The attached DMMP sets out the regular time(s) for snacks, what constitutes a snack, and when the student should have additional snacks. The student will be permitted to eat a snack no matter where the student is.
- The parent/guardian will supply snacks needed in addition to or instead of any snacks supplied to all students.
- The parent/guardian will provide carbohydrate content information for snacks and meals brought from home.
- Adjustments to snack and meal times will be permitted in response to changes in schedule upon request of parent/guardian.

■ CHECKING BLOOD GLUCOSE LEVELS, INSULIN AND MEDICATION ADMINISTRATION, AND TREATING HIGH OR LOW BLOOD GLUCOSE LEVELS

The student's level of self-care is set out in section 2 above including which tasks the student can do by himself/herself and which must be done with the assistance of, or wholly by, either a school nurse or a PDA.

Blood glucose monitoring will be done at the times designated in the student's DMMP, whenever the student feels her/his blood glucose level may be high or low, or when symptoms of high or low blood glucose levels are observed.

The student will be provided with privacy for blood glucose monitoring and insulin administration if the student desires.

Insulin and/or other diabetes medication will be administered at the times and through the means (e.g., syringe, pen or pump) designated in the student's DMMP for both scheduled doses and doses needed to correct for high blood glucose levels.

The student's usual symptoms of high and low blood glucose levels and how to respond to these levels are set out in the attached DMMP.

When the student asks for assistance or any staff member believes the student is showing signs of high or low blood glucose levels, the staff member will immediately seek assistance from the school nurse or PDA while making sure an adult stays with the student at all times. Never send a student with actual -- or suspected -- high or low blood glucose levels anywhere alone.

Any staff member who finds the student unconscious will immediately CALL 911 and contact the school office. The office will immediately do the following in the order listed:

1. **Call 911 (office staff will do this without waiting for the school nurse or PDA to administer glucagon).**
2. **Contact the school nurse or a PDA (if the school nurse is not on site and immediately available) who will confirm the blood glucose level with a monitor and immediately administer glucagon (glucagon should be administered if no monitor is available).**
3. **Contact the student's parent/guardian and physician at the emergency numbers provided in the student profile section on page 1, above.**

■ PARENTAL NOTIFICATION

Notify parents/guardians immediately in the following situations:

- Symptoms of severe low blood sugar such as continuous crying, extreme tiredness, shakiness, extreme hunger, weakness, persistence about wanting blood sugar checked, seizure, or loss of consciousness.
- The student's blood glucose test results are below _____, or are below _____ fifteen (15) minutes after consuming juice or glucose tablets.
- Symptoms of severe high blood sugar such as frequent urination, screaming, crying, presence of ketones, vomiting or blood glucose level of _____ or above.
- The student refuses to eat, drink, or take insulin injection or bolus.
- Any injury.
- Pooling of insulin in the student's skin after injection.

- Insulin pump malfunctions cannot be remedied.
- Other:

■ EMERGENCY CONTACT INSTRUCTIONS

As appropriate to the situation, call parent/guardian at the phone numbers listed on the student profile, on page 1 above. If unable to reach a parent/guardian, call the other emergency contacts or the student's healthcare providers listed.

■ COMMUNICATION

The school nurse, PDA, and other staff will keep the student's diabetes confidential as outlined in Washington State law concerning Health Care Information, Access and Disclosure (RCW 70.02), except to the extent that the student decides to openly communicate about it with others.

Encouragement is essential. The student be treated in a way that encourages the student to eat snacks on time, and to progress toward self-care with his/her diabetes management skills.

The teacher, school nurse or PDA will provide reasonable notice to the parent/guardian when there will be a change in planned activities such as exercise, playground time, field trips, parties, or lunch schedule, so that the lunch, snack plan, and insulin dosage can be adjusted accordingly.

Each substitute teacher and substitute school nurse will be provided with written instructions regarding the student's diabetes care and a list of all school nurses and PDA at the school.

■ EMERGENCY EVACUATION AND SHELTER-IN-PLACE

In the event of an emergency evacuation or shelter-in-place situation, the student's 504 Plan and DMMP will remain in full force and effect.

The school nurse or PDA will provide diabetes care to the student as outlined by this plan and the student's DMMP and:

- Will be responsible for transporting the student's diabetes supplies and equipment.
- Will attempt to establish contact with the student's parents/guardians and provide updates.
- Will and receive information from parents/guardians regarding the student's diabetes care.

■ WATER AND BATHROOM ACCESS

The student will be permitted to have immediate access to water by keeping a water bottle in the student's possession and at the student's desk, and by permitting the student to use the drinking fountain without restriction.

The student shall be permitted to use the bathroom without restriction.

■ EXERCISE AND PHYSICAL ACTIVITY

The student shall be permitted to participate fully in physical education classes and team sports except as set out in the student's DMMP.

Physical education instructors and sports coaches must have a copy of the emergency action plan and be able to recognize and assist with the treatment of low blood glucose levels.

Responsible school staff members will make sure that the student's blood glucose meter, a quick-acting source of glucose, and water is always available at the site of physical education class and team sports practices and games.

School staff including physical education instructors and coaches will provide a safe location for the storage of the student's insulin pump if the student chooses not to wear it during physical activity or any other activity.

■ FIELD TRIPS AND EXTRACURRICULAR ACTIVITIES

The student will be permitted to participate in all school-sponsored field trips and extracurricular activities (such as sports, clubs, and enrichment programs) without restriction and with all of the accommodations and modifications, including

necessary supervision by identified school personnel, set out in this Plan. The student’s parent/guardian will not be required to accompany the student on field trips or any other school activity.

The school nurse or PDA will be available on site at all school-sponsored field trips and extracurricular activities, will provide all usual aspects of diabetes care (including, but not limited to, blood glucose monitoring, responding to hyperglycemia and hypoglycemia, providing snacks and access to water and the bathroom, and administering insulin and glucagon), and will make sure that the student’s diabetes supplies travel with the student.

Should the parent, school nurse, or PDA be unavailable to attend a school-sponsored field trip or extracurricular activity, an appropriate alternate activity will be provided for the student at school.

■ TESTS AND CLASSROOM WORK

If the student is affected by high or low blood glucose levels at the time of regular testing, the student will be permitted to take the test at another time without penalty.

If the student needs to take breaks to use the water fountain or bathroom, check blood glucose, or to treat hypoglycemia or hyperglycemia during a test or other activity, the student will be given extra time to finish the test or other activity without penalty.

The student will be given instruction to help him/her make up any classroom instruction missed due to diabetes care without penalty.

The student will not be penalized for absences required for medical appointments and/or for illness. The parent will provide documentation of appointments or illness from the treating healthcare professional, if required by school policy.

■ APPROVAL OF SECTION 504 PLAN FOR CARE OF DIABETIC STUDENT

This healthcare plan has been reviewed and approved, and a copy received, by:

Parent/Guardian

Printed Name / Signature *Date*

School Nurse

Printed Name and Title / Signature *Date*

School/Program Administrator

Printed Name and Title / Signature *Date*