

**INSULIN DEPENDENT DIABETES
SECTION 504 PLAN**

Student Name:
Date of Plan:
School:

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 health care team.

- School accommodations, diabetes care, and other services set out by this Plan will be consistent with the student's health protocol designed by the district nurse via orders from the student's endocrinologist and with parent authorization.

DEFINITIONS USED IN THIS PLAN

1. **Individual Health Protocol (IHP):** A plan that describes the diabetes care regimen and identifies the health care needs of a student with diabetes. This plan is authored by the district RN with MD orders and parent authorization and compiles all applicable diabetic procedures for the student.
2. **Emergency Glucagon Procedure :** An emergency procedure put in place to respond to severe hypoglycemic events that is consistent with current Oregon legislation for injectable emergency medications.
3. **Designated Caregivers:** Non-medical school personnel who have 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.

1. PROVISION OF DIABETES CARE

- a. At least 3 staff members will receive training to be designated care giver, and either a school nurse or designated care giver will be available at the site where the student is **at all times** during school hours, a trained and designated person must be present on school sponsored field trips to provide diabetes care in accordance with this Plan and as directed by the nursing protocol and MD orders to include performing or overseeing administration of insulin or other diabetes medication, blood glucose monitoring, ketone checks, and responding to hyperglycemia and hypoglycemia including administration of glucagon.
- b. Any staff member who is not a designated care giver and who has primary care for the student at any time during school hours, or during field trips shall 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 the school nurse or parent.

- c. Any bus driver who transports the student must be informed of symptoms of high or low blood glucose levels.

STUDENT'S LEVEL OF SELF-CARE AND LOCATION OF SUPPLIES AND EQUIPMENTS

SEE ATTACHED: ***NURSING ASSESSMENT FOR 504 FOR INSULIN DEPENDENT DIABETES***

4. SNACKS AND MEALS

- a. The school nurse or designated caregiver, will work with the student and his parents to coordinate a meal and snack schedule that will coincide with the schedule of classmates to the closest extent possible. The student shall eat lunch at the same time each day, or earlier if experiencing hypoglycemia. The student shall have enough time to finish lunch. A snack and quick-acting source of glucose must always be immediately available to the student.
- b. The student will be permitted to eat a snack no matter where the student is.
- c. The parent/guardian will supply snacks needed in addition to or instead of any snacks supplied to all students.
- d. The parent/guardian will provide carbohydrate content information for snacks and meals brought from home.
- e. The nutrition services department will provide carbohydrate counts to designated care staff and parents for school lunches.
- f. The teacher will make all efforts to provide advance notice to parents regarding special events and parties that include food for calculating extra carbohydrate intake.
- g. The school nurse or designated caregiver will ensure that the student takes snacks and meals at the specified time(s) each day if the snacks are to be scheduled.
- h. Adjustments to snack and meal times will be permitted in response to changes in schedule upon request of parent/guardian.

5. EXERCISE AND PHYSICAL ACTIVITY

- a. The student shall be permitted to participate fully in physical education classes and team sports unless endocrinologist provides activity restrictions.
- b. Physical education instructors must be made aware of the student's diagnosis and be made aware of symptoms of highs/lows and directions on who to call in the event of an emergency.
- c. Student should always have quick acting glucose and water accessible to him during physical education classes.

6. WATER AND BATHROOM ACCESS

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

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

- a. The student's level of self-care is set out in the attached nursing assessment.
- b. Blood glucose monitoring will be done before meals and whenever the student feels his blood glucose level may be high or low, or when symptoms of high or low blood glucose levels are observed.
- c. Insulin and/or other diabetes medication will be administered at the times and through the means of an insulin pen designated in the student's plan/procedures for both scheduled doses and doses needed to correct for high blood glucose levels.
- d. The student shall be provided with privacy for blood glucose monitoring and insulin administration if the student desires.
- e. The symptoms of high and low blood glucose levels and how to respond to these levels are set out in the student's procedures/plans
- f. The student will be provided assistance when he 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 designated caregiver while making sure an adult stays with the student at all times. The student will never send the student with actual -- or suspected -- high or low blood glucose levels anywhere alone.
- g. Any staff member who finds the student unconscious will immediately contact the school office. The office will immediately do the following in the order listed:
 - 1. **Contact the school nurse or designated care giver who will defer to glucagon training and protocol.**
 - 2. **Call 911 (office staff will do this without waiting for the school nurse or designated caregiver to administer glucagon); and**
 - 3. **Contact the student's parent/guardian and physician at the emergency numbers provided below.**

8. FIELD TRIPS

- a. The student will be permitted to participate in all school-sponsored field trips without restriction unless restrictions are imposed by MD and with all of the accommodations and modifications. The student's parent will not be *required* to accompany the student on field trips or any other school activity.
- b. The school nurse or designated caregiver will be available on site at all school-sponsored field trips and 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.

9. TESTS AND CLASSROOM WORK

- a. 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.
- b. 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.
- c. The student shall be given instruction to help him/her make up any classroom instruction missed due to diabetes care without penalty.
- d. The student shall not be penalized for absences required for medical appointments and/or for illness. The parent will provide documentation from the treating health care professional if otherwise required by school policy.

10. COMMUNICATION

- a. The school nurse, designated caregivers and other staff will keep the student's diabetes confidential, except to the extent that the student decides to openly communicate about it with others.
- b. 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.
- c. The teacher, school nurse or TDP will provide reasonable notice to 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.
- d. 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 designated caregiver at the school.

11. EMERGENCY EVACUATION AND SHELTER-IN-PLACE

- a. In the event of emergency evacuation or shelter-in-place situation, the student's 504 Plan and care plan/ procedures/ protocol will remain in full force and effect.
- b. The school nurse or designated care provider will provide diabetes care to the student as outlined by this Plan and the student's protocol and will be responsible for transporting the student's diabetes supplies, and equipment, will attempt to establish contact with the student's parents and provide updates, and will and receive information from parents regarding the student's diabetes care.

12. PARENTAL NOTIFICATION

NOTIFY PARENTS/GUARDIANS IMMEDIATELY IN THE FOLLOWING SITUATIONS:

- Symptoms of severe low blood sugar such as continuous crying, extreme tiredness, seizure, or loss of consciousness.

- The student’s blood glucose test results are below or are below 79 fifteen minutes after consuming juice or glucose tablets.
- Symptoms of severe high blood sugar such as frequent urination, presence of ketones, vomiting or blood glucose level above 300.
- The student refuses to eat or take insulin injection or bolus.
- Any injury.

This Plan shall be reviewed and amended at the beginning of each school year or more often if necessary.

_____	_____
Counselor	Date

Approved and received:

_____	_____
Parent/Guardian	Date

_____	_____
Parent/Guardian	Date

Approved and received:

_____	_____
School Administrator	Date

_____	_____
School Nurse	Date

Attachments:

- ***NURSING ASSESSMENT FOR 504 FOR INSULIN DEPENDENT DIABETES***
- **Student Individual Health Plan/Protocol/Procedures**

Resources: Section 504 Plan: American Diabetes Association®. (n.d.). Retrieved February 29, 2016, from <http://www.diabetes.org/living-with-diabetes/parents-and-kids/diabetes-care-at-school/written-care-plans/section-504-plan.html>

