

Mt. Pleasant Public Schools
Superintendent's Diabetes Guidelines

Purpose

This document will provide guidelines for the training, management, and coordination of care for students with diabetes attending Mt. Pleasant Public Schools.

Non-Discrimination

Consistent with Board Policy 2260.01 – Section 504/ADA Prohibition against Discrimination Based on Disability, the District will not discriminate against any individual on the basis of disability, including diabetes, and will provide an equal opportunity to attend his or her locally zoned public school and participate in all programs, services, or activities. Students with diabetes shall be permitted to participate in curricular and extracurricular school activities to the same extent as all other students, including special events, afterschool activities, school-sponsored events, and field trips, without additional surcharges or other requirements.

Managing Diabetes in the School Setting

The District understands that as part of a student's diabetes treatment plan, the student may routinely require a reasonable modification(s) and/or accommodation(s) and assistance from District staff during the school hours, as well as on the bus, at special events, during extracurricular and afterschool activities, at school sponsored events, and on field trips.

Requesting a Reasonable Modification(s) and/or Accommodation(s)

All requests for reasonable modification(s) and/or accommodation(s) should be made in writing to Dana Calkins, Principal (989) 775-2200 or dcalkins@mtpleasant.edzone.net.

If the request includes administering medication, the parent or student must include a written prescription from the child's physician and a written authorization to administer medication from the parent. If the District determines, based on its reasonable discretion, that additional medical information is needed to properly and safely accommodate the student and/or administer the student's medication in the school setting, the District shall request, and the parent(s) and/or student shall sign, an authorization to obtain relevant records from the student's physician/health care provider or speak directly with the physician/ health care provider. The District may only request records under these guidelines pertaining to the student's diabetes care plan.

Reasonable Modification(s) and/or Accommodation(s)

The District agrees to implement reasonable modification(s) and/or accommodation(s) for children with diabetes so they may attend their locally zoned school and participate in all of the programs, services, or activities provided by the District. Modification(s) and/or accommodation(s) may include, but are not limited to, the following:

1. Supervising or monitoring the consumption of food and/or beverages or with other diabetes care;
2. Assisting students with the administration of diabetes medication during the school day and during all school-sponsored trips and after school activities, where sanctioned by their physician or other qualified health care professional;
3. Permitting students with diabetes to independently carry and use diabetes supplies and medications during the school day and during all school-sponsored trips and after school activities, where sanctioned by their physician or other qualified health care professional;
4. Permitting students with diabetes to carry and consume food and water throughout the school day and during all school-sponsored trips and activities;
5. Permitting students with diabetes to use the restroom as needed; and
6. Assisting students with diabetes with counting and tracking carbohydrates.

If necessary, these reasonable modification(s) and/or accommodation(s) will apply while students with diabetes are participating in any program, service, or activity offered by the District, whether on the District's property or elsewhere. The District will give preference to modification(s) and/or accommodation(s) requested by the student with diabetes and his or her parent(s)/guardian(s) when determining what reasonable modification(s) and/or accommodation(s) the District will make.

Assistance with Medication

Reasonable modification(s) and/or accommodation(s) for students with diabetes may include, but are not limited to, the following:

1. Conducting blood glucose monitoring tests;
2. Administering insulin via insulin pumps, syringes, or insulin pens; and
3. Administering Glucagon, if needed.

The administration of medication must be done in compliance with Board Policy 5330 and MCL 380.1178.

Steps the District Will Take to Ensure Appropriate Care

1. The District will obtain a diabetes medical management plan ("DMMP") from the student's physician or other qualified health care professional. The plan should include, but is not limited to:
 - a) Administration of medication in schools;
 - b) Food restrictions, if any;
 - c) Actions taken in the event of an emergency; and
 - d) Routine diabetes care.
2. District officials (which may include teachers, administrators, and support staff) will meet with the student and parent to review the DMMP and discuss appropriate and reasonable accommodations for the school environment. The District and the parents/students should address the following school related activities:
 - a) Field trips and other special events;

- b) Bus transportation;
 - c) Maintaining appropriate snacks in the school environment;
 - d) Food restrictions or monitoring;
 - e) School sponsored events;
 - f) Use of food in the curriculum;
 - g) Routine diabetic care at school;
 - h) Procedures for administering medication under these guidelines;
 - i) Emergency considerations; and
 - j) Other school related issues as necessary.
3. The District, student, and parent(s) will develop a written Section 504 plan for implementing the DMMP in the school setting, at school sponsored events, and extracurricular activities. The 504 plan must include any documentation requirements associated with implementing the DMMP, including what information must be documented and where the documentation is kept.
 4. District personnel will be trained in diabetes care in a manner consistent with these guidelines.
 5. The School Health Liaison will work with District staff on an “as needed” basis to address questions, concerns, or issues that may arise regarding the implementation of the DMMP.
 6. The parents will be notified as to the individuals in the respective school building that are responsible for implementing the DMMP and where to direct questions or concerns, including a phone number and email address.

Complaint Procedure

In addition to all rights guaranteed by law, parents or guardians who believe that their child is not receiving appropriate accommodations under these guidelines may utilize the complaint procedure put forth in Board Policy 2260.01. The District’s policies are available at: <http://neola.com/mtpleasant-mi/>.

Training

All trainings must follow the guidelines and curriculum suggested by the Centers for Disease Control and the American Diabetes Association. See <http://www.diabetes.org/living-with-diabetes/parents-and-kids/diabetes-care-at-school/>. Training will be administered by a school nurse or certified diabetes educator. Training will be repeated when a current student is diagnosed with diabetes, when a student with diabetes enrolls in the school district, or if refresher training is needed.

Training for All School Personnel (Instructional and Non-Instructional)

All school personnel, both instructional and non-instructional, must receive annual training on general diabetes care. This training must be conducted at the beginning of the school year in all school buildings. This training must include an overview of diabetes, how to recognize and respond to hypoglycemia (low blood glucose) and hyperglycemia (high blood glucose), and what

to do and who to contact for help in an emergency. For staff that are employed after the start of the school year, the employee will receive this training within 30 work days of hire.

Training for School Personnel Who Will Have Responsibility for a Student with Diabetes

Additional annual training must be provided to the instructional staff in all classes the student with diabetes will attend, both core and non-core classes, and to applicable office staff, cafeteria employees, bus drivers, and coaches. This training will include content from training provided to all school personnel, above, in addition to the following areas:

- Roles and responsibilities of individual staff members;
- Expanded overview of diabetes;
- Procedures and brief overview of the operation of devices (or equipment) commonly used by students with diabetes, including blood glucose monitors, pumps, and syringes;
- Impact of hypoglycemia (low blood glucose) or hyperglycemia (high blood glucose) on behavior, learning, and other activities;
- A review of the student's DMMP, 504 Plan, IEP, or other education plan;
- The student's Emergency Care Plans, how to respond in an emergency, and the administration of Glucagon;
- Medical Services in case of a diabetes emergency; and
- Tips and planning needed for the classroom and for special events.

If a student with diabetes is assigned, after the start of the school year, to a teacher who has not received this training, that teacher will receive the training within 14 work days of the assignment.

Training for School Personnel who Perform Diabetes Care or Supervise/Assist Students with Diabetes With Self-Care Diabetes Tasks

School personnel who perform diabetes care, or who supervise or assist students with diabetes self-care must receive additional annual training. This training will include content from the two trainings outlined above in addition to the following areas:

- General training on diabetes care tasks:
 - Blood glucose monitoring
 - Ketone testing (urine and blood)
 - Insulin administration
 - Glucagon administration
 - Basic carbohydrate counting
- Student-specific training, when addressing each diabetes care task, including:
 - Clear identification and understanding of the tasks as outlined in the student's DMMP
 - Each student's symptoms and treatment for hypoglycemia (low blood glucose) and hyperglycemia (high blood glucose)

- Step-by-step instruction on how to perform the task using the student's equipment and supplies
- Clear parameters on when to perform the task, when not to do so, when to contact a parent or guardian, and when to ask for help from a health care professional
- How to document all care tasks provided
- Plan for ongoing evaluation

If a new staff member is assigned to perform these duties after the beginning of the school year, the staff member will receive the training outlined above before performing, assisting with, or supervising student self-care diabetes tasks. The District shall document that staff members who take this training have reviewed and been trained on the DMMP for each student they are responsible for assisting and/or performing diabetes tasks.

Substitute Teaching Staff Contracted Through a Third Party Contractor

Short-Term Assignment (less than 14 work days)

All substitute teaching staff contracted through a third party contractor for a short-term assignment (less than 14 consecutive work days) shall obtain training on diabetes management in the school setting as required by the third party contractor.

Long-Term Assignment (14 work days or more)

The third party contractor that assigns substitute teaching staff to the District for a long-term assignment (14 consecutive work days or more) shall be responsible for training the substitute teacher in such a manner that complies with the requirements stated herein. The District shall provide the third party contractor with all relevant information.

Designated Staff

The District shall designate at least three staff members at each school who are responsible for performing or assisting students with diabetes care tasks at that school, including administering insulin and Glucagon if needed.

Recordkeeping

The District shall maintain records of which employees received training on diabetes care, the type of training they received, who conducted the training, and the date they were last trained. Parents of students with diabetes may review these records upon request.