



## **MANAGING DIABETES AT SCHOOL**

### **GUIDELINES FOR PARENTS**

Your child's health and safety is our number one concern at Keystone Local School District. It is our goal to provide your child with a safe environment to learn and be successful. In order to accomplish this we must work closely with you, your child, your child's doctor, licensed school health professionals (school nurses) and other school staff that are trained in diabetic management. Please use the checklist below to help assist you in preparing for the upcoming school year.

- ☐ Have your physician complete and sign Medical Orders/ Diabetes Medical Management Plan (DMMP) for the school.
- ☐ Have your physician complete and sign a Medication Authorization Form for insulin and glucagon administration. One form per medication.
- ☐ An Emergency medical form should be completed before the start of the school year.
- ☐ Contact the School Nurse to set up a time to meet and review the Medical Orders/Diabetic Medical Management Plan and any specific needs your child may have.
- ☐ Place diabetic supplies in a container clearly labeled with your child's name. See attached diabetes supply list
- ☐ Bring the Medical Orders/Diabetic Medical Management Plan, all of the completed and signed paperwork, and all of the supplies with you to the meeting at the school.

**All supplies and signed forms MUST be in place in order for your child to start school.**

Thank you,  
Brandy Stead RN  
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## **SUPPLY LIST**

The following supplies should be provided to the school to help school personnel care for your child. It is easiest to put all supplies in a large box, cardboard or plastic, preferably with a lid. Put your child's name on everything.

1. Blood glucose meter
2. Extra battery for meter
3. Lancet device
4. Testing strips
5. Lancets
6. Alcohol wipes
7. Glucose tablets- enough for minimum of 3 episodes
8. Carbohydrate containing snacks
9. Juice boxes
10. Glucagon if ordered by physician
11. Ketone test strips

If the child is on insulin at school, the following supplies are needed:

1. Insulin, in the original box, labeled, from the pharmacy.
2. Device to administer the insulin: syringes, injector pens, needles. *If student is on an insulin pump then cartridges, sets and tubing will be needed.*

The proper paperwork is required before the start of school.

1. Medical Orders/Diabetes Management Plan signed by physician
2. Up to date emergency medical form
3. Medication authorization form for any insulin or glucagon ordered by the physician.