



ACTIONS for the Principal, School Administrator, or Designee

- ❑ Participate in developing and implementing school policy related to diabetes management at school and implement school district policy.
- ❑ Allocate sufficient resources to manage students with diabetes.
- ❑ Develop and implement a system to inform school health services of the pending enrollment of a student with diabetes.
- ❑ Promote a supportive learning environment for students with diabetes. Treat these students the same as other students except to respond to medical needs.
- ❑ Meet annually with the school health team. Arrange and attend a meeting of the school health team members (student, family, school nurse, 504/IEP coordinator, teacher(s), and other staff members who have primary responsibility for the student) before the school year starts, or when the child is newly diagnosed, to discuss medical accommodations and educational aids and related services the student needs.
- ❑ Identify all staff members who have responsibility for the student with diabetes.
- ❑ Arrange for diabetes management training for the school nurse, trained diabetes personnel, and other staff members with responsibility for students with diabetes. Inform staff members about how and when they should contact trained diabetes personnel. Ensure that trained diabetes personnel are available at all times when the student is on or off campus for school-sponsored activities and events.
- ❑ Alert all school-related staff members who teach or supervise a student with diabetes. Ensure that they, including the bus driver, are familiar with the accommodations and emergency procedures contained in the student's Diabetes Medical Management Plan, 504 Plan, IEP, or other education plan.
- ❑ Alert all substitute personnel. Ensure that they are aware of the needs and emergency procedures for students with diabetes.
- ❑ Work with the school health team to implement the student's written plans, including the Diabetes Medical Management Plan, and monitor compliance.
- ❑ Implement school policy on availability of trained staff. The school nurse or at least one of the school's trained diabetes personnel must be available when the student with diabetes is on campus or is a participant in off-campus school-sponsored activities and events.
- ❑ Respect the student's confidentiality and right to privacy.
- ❑ Help develop and implement on-campus as well as off-campus emergency protocols.
- ❑ Include diabetes awareness as part of health or cultural education.
- ❑ Support and facilitate ongoing communication between parents/guardian of students with diabetes and school staff.
- ❑ Learn about diabetes by reviewing the materials contained in this guide.



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- Be able to recognize and respond to signs and symptoms of hypoglycemia and hyperglycemia in accordance with the student's Quick Reference Emergency Plan, which includes knowing when and how to contact the school nurse or trained diabetes personnel.
- Understand the federal and state laws that may apply to students with diabetes, including Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Individuals with Disabilities Education Act; understand procedures for implementation.