



ACTIONS for the School Nurse

When a school nurse is assigned to the school (or school district), that person is the key school staff member who coordinates provision of health care services for a student with diabetes at school and at school-related activities. When notified that a student with diabetes is enrolled in the school, annually or more often as necessary, the school nurse will:

- Obtain and review the student's current Diabetes Medical Management Plan from the personal health care provider and pertinent information from the family.
- Facilitate the initial school health team meeting to discuss implementing the student's Diabetes Medical Management Plan and participate in the development and implementation of the student's 504 Plan, IEP, or other education plan. Monitor compliance with these plans and facilitate follow-up meetings of the school health team to discuss concerns, receive updates, and evaluate the need for changes to the student's plans, as appropriate.
- Conduct a nursing assessment of the student and develop a nursing care plan. Many school nurses already have systems set up to develop nursing care plans for students with chronic diseases. The plan for students with diabetes is based on assessment of the student, input from the parents/guardian and the student, and the Diabetes Medical Management Plan. For example, the nursing care plan will identify specific functional problems, establish a goal to overcome each problem, and delineate tasks or interventions to help reach the goals.
- Conduct ongoing, periodic assessments of students with diabetes and update the nursing care plans.
- Coordinate development of the student's Quick Reference Emergency Plan and provide copies to staff members who have responsibility for the student throughout the school day (e.g., teachers, coach, PE instructor, lunchroom staff, and bus driver).
- Obtain materials and medical supplies necessary for diabetes care tasks from the parents/guardian and arrange a system for notifying the student or parents/guardian when supplies need to be replenished.
- Plan and implement diabetes management training for the trained diabetes personnel and any other staff members with responsibility for the student with diabetes who require such training. Ensure that all those mentioned in the 504 Plan, IEP, or other education plan know their roles in carrying out the plan, how their roles relate to each other, and when and where to seek help.
- Review the information about diabetes in this guide.
- Distribute the Diabetes Primer in this guide to all school personnel who have responsibility for students with diabetes.



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- Train (or oversee training of), assess competence, and monitor trained diabetes personnel in carrying out the health care procedures defined in the Diabetes Medical Management Plan, 504 Plan, IEP, or other education plan.
- Perform routine and emergency diabetes care tasks, including blood glucose monitoring, urine ketone testing, insulin administration, and glucagon administration.
- Practice universal precautions and infection control procedures during all student encounters.
- Maintain accurate documentation of contacts with students and family members; communications with the student's health care provider; any direct care given, including medication administration; and the training and monitoring of trained diabetes personnel.
- Collaborate with other co-workers (e.g., food service) and agencies (e.g., outside nursing agencies, school bus transportation services) as necessary to provide health care services.
- With parental permission, act as liaison between the school and the student's health care provider regarding the student's self-management at school.
- Communicate to parents/guardian any concerns about the student's diabetes management or health, such as acute hypoglycemia episodes, hyperglycemia, general attitude, and emotional issues.
- Promote and encourage independence and self-care consistent with the student's ability, skill, maturity, and developmental level.
- Respect the student's confidentiality and right to privacy.
- Act as an advocate for students to help them meet their diabetes health care needs.
- Provide education and act as a resource on managing diabetes at school to the student, family, and school staff. Establish and maintain an up-to-date resource file of pamphlets, brochures, and other publications for school personnel.
- Assist the classroom teacher with developing a plan for substitute teachers.
- Assist the PE instructor with managing the student's exercise program at school.
- Be knowledgeable about federal, state, and local laws and regulations that pertain to managing diabetes at school. Understand the student's Diabetes Medical Management Plan, 504 Plan, IEP, or other education plan.