



MEDICAL ALERT – SUPPORTING STUDENTS DIAGNOSED WITH DIABETES

Context

The Board of Education is committed to the well-being of students who may require emergency medical care while at school or during school-sanctioned events. Students who have been physician-diagnosed with diabetes require planned care and support as outlined in the BC Ministry of Education and Child Care "Provincial Standards Supporting Students with Type I Diabetes in the School Setting".

Guiding Principles

To support the safety, health and well-being of students who have been physician diagnosed with diabetes, the Board believes caring for students is a shared responsibility of parents/guardians, school staff, students, Nursing Support Services, and Public Health Nurses. The following are **mandatory** procedures to ensure students diagnosed with diabetes are provided with a safe, positive, and an equitable learning environment.

Procedures

The Parents/Guardians will:

- a) Annually complete and provide the school with the **mandatory Diabetes Support Plan and Medical Alert Information Form**. This is required at the time of registration, the beginning of each school year, upon diagnosis, and at any time there is a change in the student's diabetes management.
- b) Ensure the **Diabetes Medication Administration Form** is completed and signed by the student's physician and returned to the school at the time of registration, the beginning of each school year, upon diagnosis or if there has been a change in the student's diabetes management. This is **mandatory** for students requiring school staff to administer diabetes-related medication, for example, fast-acting insulin and/or injectable/intranasal Glucagon.
- c) Obtain a referral from the student's physician to Nursing Support Services (NSS) if the student requires delegated nursing tasks and the family is choosing an NSS Delegated Care Plan for their child's diabetes management (this Plan is optional).
- d) Collaborate with the NSS Coordinator to create an NSS Delegated Care Plan if the student requires delegated nursing tasks related to their diabetes management and the family chooses to do so.

- e) Ensure emergency diabetes treatment medication is available at the school in the original labelled container and is replaced when it expires.
- f) Provide the necessary diabetes management supplies and equipment (if applicable), such as:
 - i. Diabetes medication, for example, rapid-acting insulin
 - ii. Emergency glucagon kit (Diabetes Emergency Medical Treatment) kit with a clearly labelled expiration date and replace as needed
 - iii. Fast-acting sugars
 - iv. Glucometer and test strips in full working order
- g) For students using an insulin pump, troubleshoot all pump malfunctions and alarms, ensure the insertion site is functioning, and be available for re-insertion of the infusion set if it becomes dislodged and the student is not able to self-manage.
- h) Provide all snacks and lunches. If the student has an NSS Delegated Care Plan, food items must be clearly labelled with the carbohydrate count as per NSS requirements.
- i) Remove diabetes medication(s) and any supporting documentation from school sites at the end of each school year.
- j) Encourage their child to wear medical identification.
- k) If the child will be using district transportation, provide information about the child's medical alert by completing the online transportation registration form.
- l) For students demonstrating a level of maturity, encourage their child to inform close friends of their diagnosis of diabetes and the location of their diabetes-related medication(s) at school.
- m) Be available, or arrange for a delegate, to always respond by phone or in person.

NOTE:

- In the case of secondary school students, the student may assume some of the parent's/guardian's role.
- Students may not update medical data if parents/guardians have registered conflicting information.

The School Principal/Vice-Principal will:

- a) Ensure, at the start of each school year, that all school staff complete the **mandatory** "General Information Diabetes Training." Administrators are to contact their school assigned Public Health Nurse for the most up to date training information.
- b) Identify a minimum of three school staff members who will receive training from the public health nurse on the administration of injectable/intranasal glucagon if requested by parents/guardians.

- c) Communicate information to the office of the Director of Instruction – Inclusive Education by September 30. An email will be sent to all administrators with a link requesting the following information:
 - i. The name of the School Administrator who will be responsible for overseeing the student's **mandatory** Diabetes Support Plan and Medical Alert Information Form and, if required, the Diabetes Medication Administration Form
 - ii. The name, grade and school of each student diagnosed with diabetes
 - iii. The dates the completed form(s) are returned by parents/guardians
 - iv. If the **mandatory** forms have not been returned to school, the three dates the school has communicated with the parents/guardians requesting the documentation
 - v. The date all school staff have completed the **mandatory** "General Information Diabetes Training" either in person with the Public Health Nurse or online
 - vi. The date the Public Health Nurse provides injectable/intranasal glucagon training to identified staff (all required training to be completed by November 1st of each school year)
 - vii. The names and titles of staff who received the injectable/intranasal glucagon training
 - viii. The names of the identified school staff who will be administering insulin as per the NSS Delegated Care Plan
 - ix. The date the Nursing Support Services Coordinator signed off on the training for the NSS Delegated Care Plan
- d) Collect, from the parents/guardians, the complete **mandatory** Diabetes Support Plan and Medical Alert Information Form and, if required, the Diabetes Medication Administration Form at the time of registration, the beginning of every school year, upon diagnosis, and at any time there is a change in the student's diabetes management.
- e) Identify school personnel to be trained and monitored by Nursing Support Services if a family chooses for their child to have an NSS Delegated Care Plan.
- f) Keep records of communication with parents/guardians requesting the Diabetes Support Plan and Medical Alert Information Form (required) and/or the Diabetes Medication Administration Form (if applicable).

NOTE: After three attempts to obtain the **mandatory** Diabetes Support Plan and Medical Alert Information Form and/or the Diabetes Medication Administration Form (if applicable) from parents/guardians and the required form(s) are not returned, the parents/guardians must be notified that the Standard of Care will then be in place, for example, 911 will be called if there is a concern for the student's safety, health and well-being.

- g) Notify parents/guardians when staff trained to follow an NSS Delegated Care Plan are unavailable on any given day.
- h) Ensure any school (staff, teachers, coaches, supervisors, etc.) who are directly supervising the student are well versed regarding the **mandatory Diabetes Support Plan and Medical Alert Information Form**.
- i) Collaborate with the parents/guardians and the student in the implementation of the **Diabetes Support Plan and Medical Alert Information Form** during the school day and during after-hours school-related activities.
- j) Provide information to all school staff so they are visually familiar with students diagnosed with diabetes. Display the student's Medical Alert Photo ID in an appropriate place, while ensuring confidentiality.
- k) Ensure school staff know of all the locations where the student's fast-acting sugars are stored. *Students will carry their diabetes kit (which includes fast-acting sugars) to ensure it is always immediately available.*
- l) Invite the NSS Coordinator to attend all meetings with school staff pertaining to the student's diabetes management if the student has a NSS Delegated Care Plan.
- m) Establish a recording system to notify parents/guardians when diabetes medication(s) is expired and needs replacing.
- n) Provide, on an annual basis, a copy of the **mandatory Diabetes Support Plan and Medical Alert Form** for each student who is a registered bus rider to the Manager of Transportation.
- o) Provide a safe, appropriate, and *unlocked* storage area for diabetes medication(s), including provisions for school-authorized field studies.

NOTE: For each student who requires assistance, an established medication administration process that includes a medication record must be followed. A record of all medication administered must be recorded by name, date, time of day, amount of medication, administered by whom, and initials of the staff who assisted with medication.

- p) Assure that the **mandatory Diabetes Support Plan and Medical Alert Information Form** and, if required, the **Diabetes Medication Administration Form** are stored in the student's file.
- q) Ensure the poster Managing Low Blood Sugar is placed in visible locations in the school.
- r) Remove diabetes medication(s) and any supporting documentation from school sites at the end of each school year.

- s) Provide diabetes management information for any Teachers Teaching on Call (TTOC) supervising the student diagnosed with diabetes.
- t) Communicate to parents/guardians any changes to the school/classroom environment that may create health concerns for a student diagnosed with diabetes.

Definitions

Definition of Standard of Care from Canadian Public Health Association: *Standard of Care is only relevant when a Duty of Care is established. The Standard of Care speaks to what is reasonable in the circumstances.*

Diabetes Support Plan and Medical Alert Information Form: This Ministry form is a communication tool for use by parents to share information with the school. Students who are receiving Nursing Support Services (NSS) Delegated Care do not need to complete page 3. This form does NOT need to be completed by Diabetes Clinic staff, Nursing Support Service Coordinators or Public Health Nurses. Parents are provided access to this form when their child is diagnosed with diabetes. There are occasions, where school may need to support families with access to this form. Please refer to the "Quick Reference Guide" link in the 'Supporting Documents' section of these Admin Procedures.

Diabetes Medication Administration Form: This Ministry form is updated annually to document physician approval regarding the following:

- Administration of injectable/intranasal glucagon by school staff
- Administration of insulin by school staff for a student not able to complete the task (NSS Delegated Care)
- Supervision by school staff of a student self-administering insulin who is not yet fully independent in the task (NSS Delegated Care)

Please refer to the "Quick Reference Guide for Students Diagnosed with Diabetes."

Relevant Board Policy: 435, 435A, 435R, F436.1, F436.2

Developed by: District Principal - Inclusive Education Services

Date Agreed: October 29, 2024

Date Amended:

Related Documents: Quick Reference Guide for Students Diagnosed with Diabetes; Diabetes School Checklist