 <p>SEATTLE PUBLIC SCHOOLS</p>	<p>Diabetic Students Procedure</p>	<p>H 58.01 Adopted 2003 Page 1 of 3</p>
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## PROCEDURE

### I. Individual Health Care Plan (IHCP)

All students known to have diabetes must have an IHCP in place at school. The plan must be distributed to appropriate staff, and must include the following information:


- a. Provisions for the storage of medical equipment and medication provided by the parent;
- b. Provisions for the student to perform tests and treatments anywhere on school grounds including in the classroom and at school-sponsored events, to have easy access to necessary supplies and equipment, and to carry necessary supplies and equipment on his or her person;
- c. A description of the student's school day schedule for the timing of meals, snacks, blood sugar testing, insulin injections, and related activities;
- d. An individualized emergency care plan that plans for both a health emergency for the student and a school emergency such as an earthquake;
- e. Legal documents allowing a parent-designated adult to provide care, if the parent has designated such a person.
- f. Any parent requests and instructions, as well as orders from licensed health professionals.

If the student needs medications/treatments while at school, a Medication at School Authorization Form must be completed for each medication/treatment.

The IHCP must be updated at least annually, or more frequently if necessary.

### II. Food and Drink

Students with diabetes must be allowed to eat or drink whenever and wherever necessary, including on the bus or in other areas where food and drink are generally prohibited. Students with diabetes must have unrestricted access to water and bathroom use. Food or water shall never be withheld as a disciplinary action or because of nonpayment of fees.

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### III. Parent-Designated Adult (PDA)

A PDA is a volunteer, who may be a school district employee, who receives additional training from a health care professional or expert in diabetic care selected by the parents, and who provides care for the student consistent with the student's IHCP.

To be eligible to be a PDA, a school employee who is not a licensed nurse must file a voluntarily written letter of intent with the school nurse. The letter must be dated, and shall be valid for not longer than one year. An employee who is not a licensed nurse and who wants to act as a PDA must file a valid letter of intent each year. No employee who refuses to file such a letter shall be subject to reprisal or disciplinary action. No employee may be coerced into filing such a letter.

A non-employee may become a PDA by filing a letter of intent with the school nurse and by completing the non-school employee training as outlined below.

PDA's must receive training as indicated below.

The Nursing Supervisor or nurse designee is not responsible for the supervision of the PDA for those procedures that are authorized by the parents.

### IV. Training—School Employees

#### *Inservice Training*

In schools attended by diabetic students, all school employees must undergo an inservice training on symptoms, treatment, and monitoring of students with diabetes and on the additional observations that may be needed in different situations that may arise during the school day and during school sponsored events.

#### *Specific Training*

All school employees who have responsibility for diabetic students must complete training in proper procedures for care of students with diabetes. Either the Nursing Supervisor or his or her nurse designee will offer such training. Such training must include information on individual students' IHCP requirements, as well as information on symptoms, treatment, and monitoring of students with diabetes.

The Nursing Supervisor or nurse designee shall train school employees.

