

Guidelines for Implementation

1. Review the requirements of H.B. 984 (TEA Summary, Summary of requirements).
2. Determine if there is a student with Diabetes at the school campus.
4. Contact the parent/guardian of the student with diabetes to:
 - determine the type and level of care that the parent is seeking for their student
 - discuss current health status and management of diabetes care at home
 - discuss the supplies/equipment that the parent will be required to provide
 - discuss the training and role of the UDCA
 - obtain signed authorization for this supportive care
5. Inform the parent/guardian that they must provide a “Diabetes Management and Treatment Plan” which includes the physician’s authorization and parent’s written consent to identify the health care services to be received at school. This also describes the student’s ability to understand and manage his/her diabetes care. This authorization is essential in order to begin services.
6. Collaborate with the student, the parent/guardian as well as the student’s teachers, and physician to develop the details of an “Individualized Health Plan” (IHP). This plan will incorporate the components of the student’s “Diabetes Management and Treatment Plan” and will include the following:
 - Potential interventions related to the diabetic symptoms
 - Protocol for obtaining emergency help in the nurse’s absence (nurse partner/team leader/EMS/parent)
 - Protocol to follow in emergencies:
 - for the trained UDCA (*Quick Reference Emergency Action Plan for a Student with Diabetes*),
 - for the untrained school personnel with a “need to know”
 - for the Transportation/Bus Driver
 - for the Supervisor of Student with Diabetes on outside school activities
 - Location of diabetic and emergency supplies
 - Procedures for daily management and for all school-related activities
7. Refer the student to the appropriate Campus Intervention Team to determine 504 eligibility and/or evaluation for Special Education.
8. If a school nurse is available, the nurse may assist the school principal in selecting the UDCA staff that will be trained to provide the required care for all students with diabetes.
9. If a school nurse is unavailable, the principal will be responsible for implementing the training. In addition, the principal is responsible for the selection of the UDCA, the supervision of the UDCA, and the maintenance of records/documentation associated with the training. If a school nurse is unavailable to provide the training for an UDCA, the training must be provided by a health care professional with expertise in diabetes (diabetes educator, child’s physician, Health Department, etc.) The trained UDCA must have access to a physician, registered nurse, certified diabetic educator or licensed dietician if a school nurse is not assigned to the campus. According to HB984, the Principal must have access to the student’s physician responsible for the diabetic care of the student.

10. Training Levels:

- **Level 1** – District-Wide Information – Basic information on diabetes that can be provided to all the personnel with a school district to increase the knowledge level and raise awareness regarding diabetes. Possible training options for this level, could be:
 - Send a power point presentation to all staff via email (see Richardson ISD program)
 - Send an information sheet or brochure about diabetes via email (see Richardson ISD)
 - Show a video “Taking Diabetes Back to School” – Driscoll Children’s Hospital in Corpus Christi – The Texas Lion’s Foundation

- **Level II – Need to Know**
 - This level of employee is associated with the student with diabetes, but is not a UDCA. These employees require “need to know” information about diabetes (Level I) and are to be provided with the student’s Individual Health Plan, including the Diabetes Management and Treatment Plan. A *Quick Reference Emergency Plan - Level II* is provided.
 - The regular Bus Driver requires “need to know” information about diabetes (Level I) and is to be provided with a one-page *Quick Reference Emergency Plan – Transportation/Bus driver*.
 - A Sponsor/Supervisor who is supervising a student with diabetes during off-campus activities requires “need to know” information about diabetes (Level I) and is provided with a one-page *Quick reference Emergency Plan – Off Campus Activity Supervisor*. This supervisor may be provided with the student’s Individual Health Plan.

- **Level III a – Knowledge and skills training with written test and practicum** This level of training is provided one or more employees that have been designated by the Principal to serve as the UDCA on the campus. This training may be provided to the principal, assistant principal, office staff, coach, trainer, sponsor, teacher of the students with diabetes. This training includes the basic care that will be provided to the identified student with diabetes either by the campus nurse or by a UDCA when the nurse is not on the campus, or on all school sponsored activities. This training will address nutrition, exercise, blood glucose testing and administration of glucose gel, glucagons and insulin.
 - Level IIIa Power Point presentation (Richardson ISD)
 - Level IIIa Skills check-off sheets.
 - Diabetes Care Tasks at School: What Key Personnel Need to Know (eight Power Point training modules- www.diabetes.org/schooltraining.)

- **Level III b - Student Specific needs of the assigned campus** This training is done by the school nurse for Level IIIa trained school personnel who have direct contact with the student with diabetes. This training will review each individual student’s specific Diabetes Management and Treatment Plan and specific diabetes supplies and equipment to address the specific protocols that have been developed.
 - Review each student’s specific plan, equipment, supplies
 - Level IIIb Diabetes training Skills/Information Check-off sheets (Richardson ISD)

11. Provide supervision and retraining of UDCA during the school year and annually in each school year.