

SCHOOL NURSE CHECKLIST

Assessment:

1. Complete School Nurse Intake Form (can be done by phone or in person) – this can be updated annually or as needed.
2. Meet with family and student (if available) prior to start of school or at the time of diagnosis if school year is already in progress
3. If possible, have parents bring in the Healthcare Provider Orders signed by the diabetes health care provider.
4. Healthcare Provider Orders should be available to the School Nurse prior to the start of school or return to school for newly diagnosed student.
5. Review Healthcare Provider Orders and student schedule with parents.
6. Above documentation needs to be stored in a secure and accessible location for staff that need to know.

Individualized Health Plans

1. School Nurse to complete the Individualized Health Plan (IHP) and appropriate addendums.
2. Assess student's ability to do diabetes self-management tasks at school with parents or as indicated on Provider Orders. **Minimum requirements for self-care students include the #400 Diabetes Self Management, #401 Agreement for Students Self Mgmt, and 100-A-Emergency-Plan-Glucose-Monitoring.**
3. Review the IHP with the parent (s) and obtain parent/guardian written consent to administer health care and to allow communication with health care provider. *IHP does not require Health Care Provider's signature.*
4. The Individualized Health Plan (IHP) and Addendums are designed for the school nurse and unlicensed assistive personal providing Tier III level care. Addendum **#100-A Emergency Action Plan: Glucose Monitoring & Treatment** may be used for Tiered II ULPs and school staff.
 - Optional: May use **#303 Hypo/Hyper Flow Sheet Plan.**
5. There are a variety of healthcare plans based on the needs of the students (e.g. Individualized Health Care plan, self-management, bus drivers, etc.) – see www.coloradokidswithdiabetes.org Nurse's ToolKit.
6. When **100-B-Insulin-Medication-Addendum** is completed, it is recommended that it be verified by a second RN before obtaining parent authorization.
7. The IHP should be kept in the clinic accessible to trained diabetes personnel for reference.
8. Parents should provide any updated Provider order's and the School Nurse will update the IHPs as needed.
9. Specify process of notification when changes in health care plan or provider orders are made.

Training and Delegation

1. The School Nurse and/or School Health Services will provide the appropriate level of diabetes management training to school staff.
2. The tiered training model has three levels of training for school personnel, which is based upon the staff member's level of responsibility. Tier 2 & 3 training builds on the previous training's knowledge.
 - Tier 1 – For all school personnel
 - Tier 2 – For school personnel that have responsibility for the student during the school day (classroom, physical education, music, and art teachers and other personnel such as lunchroom staff, coaches, and bus drivers)
 - Tier 3 – For school staff personnel that are designated as the trained diabetes unlicensed assistive personnel (UAP) to perform or assist the student in diabetes care tasks.
3. Meet with building principal to determine staff that will be trained and delegated in student's diabetes care.
4. Collaborate with staff that has been identified to assist students with diabetes.
5. Refer to www.coloradokidswithdiabetes.org Training and Delegation. Specifically, Instruction Guidelines: Diabetes Management Tiered Training Model in Colorado.
6. Determine if delegation is appropriate and if identified staff is capable of assisting student to carry out the Individualized Health Plan. Refer to *Diabetes Care Tasks Delegation Decision-Making Grid*.
7. The Health Plan should be kept in the clinic accessible to trained diabetes personnel for reference
8. Diabetes overview and training should be given to classroom teacher and other staff as indicated. See *Diabetes Management Tiered Training Model in Colorado*.

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9. Relevant information and training should be distributed to staff, to include but not limited to:
 - Clinic aide
 - Classroom teacher
 - Specials teachers
 - Bus driver
 - Cafeteria
 - Classroom/recess aides
10. Instruct teachers to have a plan in place to notify substitute teachers regarding identification of the student with diabetes, and the day-to-day and emergency needs of the student.

Emergency Procedures - Lockdown, Lockout, Shelter in Place, Evacuation

1. Parent may want to supply emergency supplies per each classroom.
2. Discuss with parent and staff emergency procedures and diabetes care.

Section 504 Plan

1. Inform parents of Section 504 rights
2. Collaborate with school administration, parents & staff regarding a Section 504 Eligibility determination meeting.
3. School Nurse should be a part of the team that determines Section 504 eligibility and support.

Communication

1. Identify how substitute teachers are informed of student's health conditions.
2. Provide information on student with diabetes including recognition and response to hypo/hyperglycemia and classroom management for substitute teachers.

Ongoing Supervision and Training

1. School Nurse should routinely monitor student's blood glucose levels and insulin management.
2. School Nurse should provide ongoing assessment and supervision of all trained staff.
3. School Nurse should document assessment and supervision of delegated tasks by ULPs.
4. School Nurse should provide feedback to trained ULPs, staff, providers, and parents as needed.
5. School Nurse should provide ongoing assessment of the dependent student's self-care skills. The school nurse should provide education to the student and encourage age-appropriate self-care skills.
6. Parents should provide any updated Provider order's and the School Nurse will update the IHPs as needed.

Field Trips, Out-of-State, Overnight Trips

1. School Staff should include the School Nurse in planning of field trips and overnight trips.
2. The school nurse will need ample time to prepare (e.g. training and delegation) staff for trips.
3. It is the responsibility of the school district to provide for the diabetes care of students going on such fieldtrips. The parent does not have to be in attendance for the student to participate. *See School District policy for Field trips, Overnight and Out-of-state fieldtrips.*
4. The school nurse will need to assess Out-of- State Nurse Practice Acts regarding delegation.

Before and After School Activities & Programs

1. Parents are responsible for notifying the school nurse of their student's participation in before and after school activities and programs.
2. The staff of the Before and After School Activities and programs will need to be trained in diabetes care per the Diabetes Management Tiered Training Model in Colorado - *See School District policy regarding school nurse responsibility for providing training and delegation*