



## 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 1<sup>st</sup> 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



## Quick Reference Guide for Students Diagnosed with Diabetes

Students who have been physician-diagnosed with diabetes require planned care and support as outlined in the BC Ministry of Education [Provincial Standards: Supporting Students with Type 1 Diabetes in the School Setting](#)

**As per the Ministries of Health, Education and Child Care, Children and Family Development and SD23 Policy, below is a quick summary of the [required documentation](#) and pertinent information to ensure the well-being of all students (K - 12) diagnosed with Diabetes:**

1) The BC Ministry of Education & Child Care states that the [Diabetes Support Plan & Medical Information Form \(revised June 2024\)](#) is **mandatory for all students diagnosed with Diabetes**. Please send this link to families for them to download and complete.

Provincial Standards: Supporting Students with Type 1 Diabetes in the School Setting

### Appendices:

Diabetes Support Plan and Medical Alert Information

*Instructions: This 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.*

Name of Student:		Date of Birth:	
School:	Grade:	Teacher/Div:	
Care Card Number:		Date of Plan:	
<b>CONTACT INFORMATION</b>			
Parent/Guardian 1:	Name:	<input type="checkbox"/> Call First	
Phone Numbers:	Cell	Work	Home Other
Parent/Guardian 2:	Name:	<input type="checkbox"/> Call First	

2) Students with a **Nursing Support Services Diabetes Delegated Care Plan** will need to have the **first 2 pages** of the [Diabetes Support Plan & Medical Information Form \(revised June 2024\)](#) completed by a parent or guardian. Please send this link to families so they can download and complete pages 1 and 2.

3) Please note, if families are choosing to have diabetes-related medication administered to their child by school staff (i.e. Rapid Acting Insulin or Glucagon/Baqsimi) the [Diabetes Medication Administration Form \(revised June 2024\)](#) **must be completed and signed by a Physician**.

June 2024



Provincial Standards: Supporting Students with Type 1 Diabetes in the School Setting

Diabetes Medication Administration Form

Instructions: This form is updated annually to document physician approval regarding the following:

- Administration of 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)

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_ Care Card Number: \_\_\_\_\_

Parent/Guardians' Name(s): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Injectable Glucagon	Intranasal Glucagon
For severe low blood glucose, give by intramuscular injection: <input type="checkbox"/> 0.5 mg = 0.5 ml for students 5 years of age and under <input type="checkbox"/> 1.0 mg = 1.0 ml for students 6 years of age and over	For severe low blood glucose, give by intranasal route: <input type="checkbox"/> 3 mg nasal powder in one nasal (for students 4 years and above)

4) It is important to note, that as of August 2023, Nursing Support Services **will not provide services** to students who are using: **"Do It Yourself Looping" for Type 1 Diabetics**

5) **At the beginning of every school year, all school staff must complete General Diabetes Training.** Administrators **must** contact the Public Health Nurse assigned to their school and determine if training will be done online or in person.

6) If a student has a **Nursing Support Services Diabetes Delegated Care Plan**, the Inclusion Teacher/Resource Teacher should be in contact with the Nursing Support Services Coordinator to inquire if further education is needed for the Primary & Back-Up CEA. This is required **before** the NSS Diabetes Delegated Care Plan can be implemented.

7) If parents/guardians request emergency diabetes treatment medication, such as injectable/intranasal Glucagon/Baqsimi, **School Administrators must choose a minimum of 3 staff to be trained annually** by the Public Health Nurse in the administration of Glucagon/Baqsimi.

8) **If school staff administers Glucagon/Baqsimi, this must be documented.** A sample Diabetes Related Medication Administration Record (Glucagon/Baqsimi only) is attached.

9) **Schools must document that parents/guardians have completed and submitted the required documentation.** Schools must make a minimum of **3 attempts** to communicate with parents/guardians. A sample Diabetes Communication Demographics form is attached.

10) Ensure school staff are visually familiar with students diagnosed with diabetes. **Medical Alert Photo ID.pdf** provides a sample of this visual.

June 2024



- 11) The [Managing Low Blood Sugar Poster](#) must be placed in visible locations in the school.
- 12) Schools must **provide a copy** of the completed and signed [Diabetes Support Plan & Medical Information Form \(revised June 2024\)](#) for each student who is a registered bus rider **to the Manager of Transportation.**
- 13) Field Studies require additional planning and considerations. **Parents/guardians are encouraged to attend to manage diabetes on a field study.** In the absence of the parent/guardian a trained CEA must attend. [Please note additional planning with parent/guardian and the NSSC must take place 2 weeks before the field study.](#)
- 14) For your reference, here is the List of [Public Health Nurse Contact List](#)



## Diabetes Related Medication Administration Record

**\*\*\*STAFF MEMBER ADMINISTERING MEDICATION MUST BE TRAINED BY A PUBLIC HEALTH NURSE\*\*\***

STUDENT NAME (PRINT)	
PEN #	
GRADE	
SCHOOL	
DATE OF BIRTH (DMY)	

NAME OF MEDICATION	DATE D/M/Y	TIME	DOSE	PRINT NAME OF TRAINED STAFF ADMINISTERING MEDICATION	INITIALS

NAME OF MEDICATION	DATE D/M/Y	TIME	DOSE	PRINT NAME OF TRAINED STAFF ADMINISTERING MEDICATION	INITIALS

COMMUNICATION LOG  
BETWEEN SCHOOL AND PARENTS/GUARDIANS OF STUDENTS DIAGNOSED WITH DIABETES  
DEMOGRAPHICS

STUDENT NAME (PRINT)	
PEN #	
GRADE	
SCHOOL	
DATE OF BIRTH (DMY)	

PARENT/GUARDIAN (1) (PRINT)	
HOME PHONE NUMBER	
CELL NUMBER	
WORK NUMBER	
EMAIL	

PARENT/GUARDIAN (2) (PRINT)	
HOME PHONE NUMBER	
CELL NUMBER	
WORK NUMBER	
EMAIL	

OTHER (3) (PRINT) MUST HAVE LEGAL GUARDIANSHIP	
HOME PHONE NUMBER	
CELL NUMBER	
WORK NUMBER	
EMAIL	

## COMMUNICATION ATTEMPTS

Date (D/M/Y)	Staff Personnel	☑ Method(s) Tried		☑ Made Contact With P/G (1) or (2) or Other (3)		No Contact Made	Notes
		Call		P/G (1)			
		Email		P/G (2)			
		Note Home		Other (3)			
		Spoke in Person					

Date (D/M/Y)	Staff Personnel	☑ Method(s) Tried		☑ Made Contact With P/G (1) or (2) or Other (3)		No Contact Made	Notes
		Call		P/G (1)			
		Email		P/G (2)			
		Note Home		Other (3)			
		Spoke in Person					

Date (D/M/Y)	Staff Personnel	☑ Method(s) Tried		☑ Made Contact With P/G (1) or (2) or Other (3)		No Contact Made	Notes
		Call		P/G (1)			
		Email		P/G (2)			
		Note Home		Other (3)			
		Spoke in Person					

Date (D/M/Y)	Staff Personnel	☑ Method(s) Tried		☑ Made Contact With P/G (1) or (2) or Other (3)		No Contact Made	Notes
		Call		P/G (1)			
		Email		P/G (2)			
		Note Home		Other (3)			
		Spoke in Person					

Forms	Date Form Sent Home (D/M/Y)	Date Received (D/M/Y)
Diabetes Support Plan & Medical Alert Info.		
Diabetes Medication Administration Form		



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# DIABETES SCHOOL CHECKLIST

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The Board of Education is committed to the wellbeing 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 Provincial Standards: Supporting Students with Type I Diabetes in the school setting.

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## REQUIRED DOCUMENTATION (GRADES K TO 12)

- Diabetes Support Plan & Medical Alert Information Form (revised June 2024)
- Diabetes Support Plan & Medical Alert Information Form (revised June 2024). Only pages 1 & 2 for students with a Nursing Support Services Diabetes Delegated Care Plan
- Diabetes Medication Administration Form (revised June 2024) for students receiving Rapid Acting Insulin or Glucagon/Baqsimi at School
- Send a copy of the Diabetes Support Plan & Medical Alert Information Form (revised June 2024) to the Manager of Transportation

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## REQUIRED STAFF TRAINING

- All School Staff - General Information Diabetes Training (Public Health Nurse)
- Primary & Back-Up CEA – Diabetes Delegated Tasks (Nursing Support Services Coordinator))
- Minimum of 3 Staff – Administration of emergency diabetes treatment medication (Public Health Nurse)

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## REQUIRED RECORD KEEPING

- Diabetes Related Medication Administration Record
- Diabetes Communication Demographics
- Medical Alert Photo ID
- Managing Low Blood Sugar Poster

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## ADDITIONAL

- Contact the Public Health Nurse attached to the school
- See Diabetes Quick Reference Guide (QRG) for pertinent information.