

Diabetes Management Family Information Packet

**School Health Offices
Division of Operations**

September 16, 2024

Dear Parent/Guardian,

As we progress through the 2024-2025 school year, our top priority remains the health and safety of our students. We recognize that the welfare of students with diabetes requires more than responding to acute emergencies. Effective diabetes management requires an intentional commitment to fostering a supportive environment for our students and access to critical programs and services. All students deserve to feel safe and healthy at school to give them the best foundation to excel in all aspects of their education.

This commitment requires a shared responsibility and understanding among a variety of partners including our parents/guardians, students, School Nurses, and faculty and staff. The collaborative efforts and clear communication required to prevent and manage the acute and routine aspects of diabetes care has led us to develop this family information packet. Setting expectations and policy considerations with every stakeholder enables us to develop a strong foundation and ensure the needs and wellbeing of our students with diabetes.

Please review this packet and the [ECFS Health Services](#) website for the most up to date information on diabetes management at ECFS. As always, please feel free to reach out to me or your divisional School Nurse with any questions.

Stacey Husted
School Nurse, Fieldston Lower

René Palmer
School Nurse, Ethical Culture

Colleen Meehan
School Nurse, Fieldston Middle/Upper

Kerri Peyton
School Nurse, Fieldston Middle/Upper

General Roles and Responsibilities

Parents/Guardians

The parents/guardians' responsibilities include providing the school, annually and when orders are amended, with accurate and updated medical information about their child's diabetes, ensuring that their child's diabetes management plan is current and appropriate for the school setting, and communicating any changes in their child's condition or treatment plan to the school. They are also responsible for monitoring their child's continuous glucose monitor (CGM) levels in partnership with their divisional School Nurse.

Parents/Guardians understand that:

1. It is not always possible for the School Nurse to respond immediately to a Continuous Glucose Monitor alarm, especially when the nurse is currently tending to another injured or ill student;
2. It is the responsibility of the parent/guardian to provide, maintain, and replenish snacks or juice when traveling to or from school, including on the school bus;
3. It is the responsibility of the parent/guardian to ensure that the student is carrying their emergency glucagon on their person upon arrival to School, if required by the child's care plan;
4. They must remain available for communicating with the School Nurse on a daily basis, as needed, and that, the School Nurse may not be able to immediately respond to non-emergency communications;
5. The Continuous Glucose Monitor should be calibrated at home whenever possible, not at school;
6. All technology is charged, stocked, and functioning properly. This includes not sending students to school without sensors or with sensors that are expected to expire during the school day;
7. The school cannot guarantee that the School Nurse will be able to change sensors or pods, or charge equipment. If equipment is malfunctioning, parents/guardians may be required to come to campus to correct the problem;
8. Students newly diagnosed with type 1 diabetes typically require an extensive level of individual care that may not be provided by the School Nurse alone. During this time, parents/guardians should expect to have a highly active role in the daily management of their child's care;
9. While the School Nurse will always provide an emergency injection of insulin if required, parents/guardians should make every effort to be present on campus when this injection is administered to a nurse-dependent or nurse-supervised student, especially if the child typically is anxious or apprehensive with their injections;

10. The School Nurse is not responsible for turning activity settings on or off on insulin pumps. The parent/guardian should work with their child, as appropriate, to set up a reminder alarm. They may also work with their child's classroom teacher to provide reminders;

School Nurse

The School Nurse plays a crucial role in providing support and monitoring the student's health while they are at school during normal school hours. They are responsible for ensuring that the student's diabetes management plan is implemented effectively, responding to any diabetic emergencies that may arise, and communicating with the student's parent or healthcare provider as needed. The School Nurse also provides education to school staff about diabetes and how to recognize and respond to diabetic emergencies.

The School Nurse understands that:

1. They are responsible for implementing the student's diabetes management plan in accordance with the orders provided by the child's prescribing physician including the provision of direct care and support to manage diabetes of nurse-dependent or nurse-supervised students;
2. They will be required to respond to acute diabetic emergencies throughout the campus, treat such condition, and activate emergency medical services as needed;
3. They will serve as the central clearinghouse for information and communication coordination with all offices of the school, with the student, and with the parents/guardians;
4. They will provide educational materials and training to school staff and parents/guardians, and will develop plans to move students to increasing levels of independence;
5. The amount of missed classroom instruction time will be considered when determining how to assist students with diabetes management;
6. They will be expected to attend to continuous glucose monitor alarms, and, for nurse-dependent or nurse-supervised students, monitor continuous glucose levels, only as able, secondary to the parent/guardian's monitoring;
7. They will be required to provide manual blood glucose testing and administer the reading of urine ketones in the event of a CGM malfunction, as required by a physician, or in the event of an acute emergency;
8. A substitute nurse binder must be prepared and regularly updated in the event of the School Nurse's absence;

Teachers and Associate Teachers

Teachers and Associate Teachers understand that:

1. They may be required, at Ethical Culture and Fieldston Lower, to observe the amount of food a child with diabetes has eaten during the lunch service and communicate with the School Nurse if the child did not eat their full meal, or ate food beyond their provided portion;
2. They may be required, at Ethical Culture and Fieldston Lower, to remind students to turn on or turn off their Continuous Glucose Monitor's activity setting at recess and physical education;
3. They should foster a supportive environment within the classroom including assisting the child in navigating the social-emotional challenges that may be associated with chronic conditions. This includes promoting the use of inclusive person-first language;
4. They must notify the School Nurse and the parent/guardian of a child with diabetes in advance of any off-campus day or overnight field trips;
5. They must notify the School Nurse if there is a change in schedule, particularly around physical activities, for any nurse-dependent or nurse-supervised students. This includes serving food or snacks beyond what is typically provided in a normal school day;

Campus Services Providers

The Dining Services Provider understands that:

1. They must update their divisional Health Office should there be a change in the day's previously approved/published menu;
2. The Registered Dietician/Nutritionist is responsible for regular communication with the School Nurse and parents/guardians to ensure that accurate carbohydrate counts are provided for each meal;

The Transportation Provider understands that:

1. The bus driver responsible for home to school service for a student with diabetes must be trained in the administration of emergency glucagon by the School Nurse if indicated in the child's care plan;

Students

Blood Glucose Monitoring

Students receiving insulin, and sometimes students with diabetes who are not receiving insulin, will need to check their blood glucose during the school day. Blood glucose is checked with a drop of blood utilizing a glucometer or with a continuous glucose monitor. When and how often monitoring is done must be included in the diabetes management plan.

Independent Students

Independent students should keep their glucometer and related supplies with them, or in their locker (storage of supplies in a locker or other location should only occur if desired by the student, **and** that location is known by and accessible to School Nurses as needed) in order to monitor blood glucose throughout the day as needed. If requested by the student, students will be provided a private area to do monitoring. Students should utilize Standard Precautions, properly dispose of sharps, and are responsible for their supplies.

Supervised Students

Supervised students are permitted to test their blood glucose with assistance from the School Nurse, such as verbal cues. A plan should be utilized to guide the School Nurse in assisting the student. Health Office Coordinators and faculty/staff members may assist a student whose blood glucose is low by providing food, and/or juice to treat low blood glucose in accordance with the student's diabetes care plan and under the direction of the school nurse.

Nurse Dependent Students

Nurse dependent students will require the School Nurse to check their blood glucose, using the student's own glucometer and testing supplies. Whether the student is assisted in the classroom or Health Office depends on how often monitoring needs to be done and the student's comfort level. Health Office Coordinators or trained faculty/staff members may assist a student whose blood glucose is low by providing food, and/or juice to treat low blood glucose in accordance with the student's emergency care plan and under the direction of the school nurse.

Monitoring Urine Ketones or Glucose

Some students will need to check their urine or blood periodically for ketones or glucose depending on their healthcare provider's orders. This is done utilizing urine test strips or blood ketone meters. The School Nurse will follow healthcare provider orders regarding how to manage the results.

Independent Students

Independent students should carry such strips or meters and check as needed.

Supervised Students

Supervised students may be able to perform ketone monitoring independently but may need verbal prompts from the School Nurse to do so.

Nurse Dependent Students

Nurse dependent students will need ketone monitoring performed by either the School Nurse, Health Office Coordinator, or trained faculty/staff member. Such monitoring will be documented on the student's Magnus Health Portal.

Insulin Administration

Students with healthcare provider orders for insulin may need it during the school day or at school sponsored events. Insulin may only be administered by the School Nurse, the student, or the parent/guardian. Insulin is administered subcutaneously via syringe, insulin pen, or insulin pump.

Independent Students

Independent students should carry their supplies with them and are permitted to administer their insulin anywhere in the school and at school sponsored events. Independent students are not required to go to a specific location such as the Health Office to administer their insulin to themselves or perform any other aspect of their diabetes management. If requested by the student, students will be provided a private area to administer insulin. Students should utilize Standard Precautions, and need to be responsible for their supplies including proper disposal of sharps. These students should have written diabetes care plans based for School Nurses to follow in the event the student needs assistance.

Supervised Students

Supervised students will need assistance to administer their own insulin. This assistance will be provided by the School Nurse or Health Office Coordinator and may include verbal cues for following Standard Precautions, verifying correctness of math for carb counting, and verifying the number drawn up or input by the student on the syringe, pen, or insulin pump is the amount the student desires to administer. The School Nurse is the only *employee* who will ever administer insulin by syringe, insulin pen or enter any data into an insulin pump or push a button to administer insulin.

Nurse Dependent Students

Nurse dependent students will need all aspects of diabetes management done for them. The Health Office Coordinator or trained faculty/staff member may assist these students by checking their blood glucose, checking urine or blood for ketones, administering emergency glucagon, contacting or bringing the student to the School Nurse for insulin administration. The School Nurse is the only *employee* who will ever administer insulin by syringe, insulin pen or enter any data into an insulin pump or push a button to administer insulin.

Substitute Nurses

In the event of an absence of the School Nurse in your child's division, the school will provide a substitute nurse from our internal pool of nurses or through our external agency partners. At times, these substitute registered nurses may not have comprehensive experience in managing diabetic care technology through pumps or Continuous Glucose Monitors.

While each of these substitutes are trained in diabetes management and are provided with instructions from our divisional nurse with your child's care plan, we cannot guarantee a timely response to all CGM or pump alarms. We strongly recommend that you monitor your child from home and contact the Nurse's Office with any guidance or instructions for interventions during the school day. Additionally, you may be required to contact the substitute registered nurse to confirm the calculation of insulin at lunchtime. As always, you may also opt to join us on campus to administer an insulin injection.

Glucagon Administration

All students, regardless of their independence level, will be provided with assistance in the event of a low blood glucose emergency. Students who take insulin should have an order for the administration of glucagon in the event that their blood glucose becomes too low resulting in a loss of consciousness, seizure, and/or ability to swallow. These situations are emergencies, and treatment will occur quickly to reverse the low blood glucose and prevent both short and long term negative health outcomes.

Pursuant to Education Law §921, unlicensed personnel including the Health Office Coordinator and school bus driver, as indicated in the child's care plan, will be trained by the School Nurse to administer emergency glucagon to a student who has a healthcare provider order for glucagon administration.

Clinical Judgment

In New York State, a licensed nurse may only administer medications or nursing treatments based on an order from a duly licensed healthcare provider. Healthcare providers may **not** write orders that state the licensed health professional is to contact the parent regarding medication or other diabetes management procedures unless the orders only allow the parent to provide proposed adjustments or dosages and require the health care professional to make the ultimate decision after exercising their professional judgment.

Under New York law, a registered nurse has the obligation to exercise their professional judgment in making decisions regarding health care provided to students in school. The sound exercise of professional nursing judgment requires, among other things, that a nurse gather all relevant information to the extent possible. The parent/guardian of a student with diabetes typically will have information that is highly relevant to decisions regarding the administration of the student's diabetes medication which the nurse will want to consider in making decisions regarding the administration of diabetes medication.

Accordingly, a parent/guardian has the right to and should provide relevant and timely information regarding daily decisions as to dosage and timing of diabetes medication consistent with medical orders prescribed by a health care provider, understanding that the nurses retain their professional judgment regarding the medication they administer. While a parent/guardian's provision of information regarding diabetes medication is not the same as a "medical order" for diabetes care (unless the parent/guardian is an authorized prescriber), any information provided by the parent/guardian must be taken into consideration by a nurse when using their professional medical judgment.

It is very important that the student, parent/guardian, School Nurse, and the student's physician or other healthcare provider agree on a clinically sound diabetes management plan for the student, which can reasonably be implemented in a school setting.

Continuous Glucose Monitoring

Continuous glucose monitors (CGMs) are important tools for monitoring blood sugar levels in children with diabetes. While nurses may provide an additional layer of support, it is ultimately the responsibility of the parent to monitor their child's CGM readings. Parents must be diligent in monitoring their child's CGM levels and responding appropriately to any changes in blood sugar. They should also ensure that their child's CGM is functioning properly, including the transmission of data, and troubleshoot any issues that may arise. By taking an active role in their child's diabetes management, parents can help ensure their child's safety and well-being.

Some monitors are equipped with alarms which alert the student of hyperglycemia or hypoglycemia so a corrective action(s) can be taken, even in cases where the student does not feel symptoms. The student's care plan should state how the sensor is used in school, for example for pre/post-recess or physical education class, and/or at school dismissal, what to do about sensor alarms, when to confirm the blood glucose with a finger stick, and the plan for managing hypo or hyperglycemia. Other issues which should be addressed include how data will be communicated between the healthcare provider, the parent, and the school. Pump and CGM technology may allow parents to monitor readings from wherever the parent is located. The School Nurse will not follow trending data but will respond to CGM alarms. There are several insulin pumps on the market and School Nurses may not be familiar with all of them. If a School Nurse is not familiar with a particular pump, school administration will assist in arranging for professional development on that pump. This may be found at the ordering healthcare provider's office, local hospital, from the pump manufacturer, or by a certified diabetes educator. It is not acceptable to have a parent/guardian train a licensed health professional.

Pump Malfunctions

While our divisional nurses are able to provide both routine and acute diabetic care to your child, we are not able to resolve all pump malfunctions, errors, alarms, or resets.

In the event of a pump malfunction, error, alarm, or reset, your School Nurse will provide standard care through manual blood glucose checks and insulin injections as needed. If contacted by a School Nurse regarding a pump malfunction, error, alarm, or reset, families are expected to respond to the school should the School Nurse determine an emergent need for a pump correction before the end of the day.

Off Campus Trips

Nurse Dependant Students

In order to ensure continuity of care during off-campus trips, parents/guardians may attend field trips with their nurse-dependent or nurse-supervised child. The school cannot require parents/guardians to attend.

If a parent/guardian cannot attend, they may choose to appoint a parent designee who is a friend or family member to act in their place and administer any needed medications to their child at a single event or field trip. The appointment of a parent designee is the choice of the parent/guardian and school personnel may not require a parent/guardian to appoint one. To appoint a designee, families should fill out [this form](#) and return it to their divisional Health Office.

If a licensed health professional is not available to attend the trip to meet the health needs of a student or students, and the parents/guardians choose not to attend or appoint a designee, then the field trip is to be canceled rather than exclude a student due to their health needs consistent with federal law.

Nurse Supervised Students

Oversight of medication self-administration by supervised students may be delegated to trained unlicensed school personnel such as a Health Office Coordinator, teacher, or school-wide assistant. Such personnel would be appropriately instructed by the School Nurse to assist a self-directed student prior to the trip leaving. Each student should have a written diabetes care plan for personnel to follow in the event of an emergency or they are unable to contact the School Nurse or parent/guardian for questions. Consistent with good practice, the employee's willingness to perform the task will be considered in making the assignment.

Independent Students

Pursuant to Article 19 §916, 916-a, 916-b independent students with provider orders and attestation, and written parent/guardian consent may carry and self-administer their own rescue medications for insulin, glucagon, and related diabetes supplies at school-sponsored events or trips.

School Buses

Each year, pursuant to Education Law Article 19 §921*2, Selby Bus Company partners with your divisional nurse to ensure your child's bus driver is trained in emergency glucagon administration if indicated in the child's care plan. If your child rides the bus, please provide your School Nurse with your child's route and bus numbers.

Extra Supplies

With parent/guardian permission, extra insulin, glucagon, blood glucose meter, and related supplies used to manage diabetes may be kept in the school health office for the student to obtain as needed.

Written Diabetes Medical Management Plan

Every student with diabetes must have a current [diabetes medical management plan](#) (i.e., "care plan") on file on the child's Magnus Health Portal. This document must be updated annually at the beginning of the school year.

Additional Accommodations

Students with diabetes, particularly those who take insulin, will have access to food and beverages, especially water, and a fast acting source of carbohydrate as needed throughout the school day. These students may enter the dining facilities at any time and will be afforded immediate service without the need for queuing as required. Additionally, students with diabetes will have unencumbered bathroom privileges. These students will also be permitted to access their smartphone at any time to receive direction from their parent/guardian or healthcare provider.