



Forward Thinking, High Achieving.

Checklist for Parents of Students with Diabetes

This “checklist” outlines *what the school needs from you* in order to keep your child safe and ready to learn at school. Please see the [SCHOOL INTERVENTIONS FOR STUDENTS WITH DIABETES](#) to help understand what to expect from the schools.

School Nurse Communication

MCPS does not have one school nurse for each school site. However, a school nurse (RN) oversees the needs of the students for several schools. The school nurse will call at the start of each school year for those students who have needed or may need care or assistance. If you have any questions and do not know who the school nurse is for your child’s school, call the nursing supervisor at 406-728-2400 ex 1073.

Discuss the following every year with the school nurse:

- Assistance needed at school if any.
- Child’s current self-management abilities and any goals.
- Health issues over the last year.
- School routines, supplies and concerns.
- Glucagon availability and request for staff training.
- Signing a release for school nurse and health care provider communication annually.

Notify the school nurse if a student's class schedule changes.

Example: High School student changes class a week after the start of a semester. This helps to ensure that the new teachers receive diabetes information from the nurse.

Diabetes Medical Management Plans (Medical Orders)

- Have your child’s doctor/healthcare provider complete a “DIABETES MEDICAL MANAGEMENT PLAN” every year *in August before the start of the new school year.*
 - This is **required** for all students who need any care or supervision of their self-care from nurses or other staff members.
 - It is encouraged to do for independent students as well should they need unexpected assistance.
- Complete the form with your signature.
- Provide the school (nurse) with the form.
 - You may mail it to : Health Services, 215 S. 6th Street West, Missoula MT 59801
 - You may fax (or have the health care provider fax) to 406-329-5988
 - *It is best if the school nurse receives this form prior to the first day of school and even a full week before school.*

“Lock downs”, “perimeter lock-ins” or school evacuations

There are many reasons any of these events may occur during the school day including planned drills, “false alarms”, fires, earthquakes, storms and real or the threat of a dangerous individual in the area. Schools are dynamic places. At the start of an event, your child may be in their classroom, on the playground, in a hall or bathroom or other area such as the lunchroom or cafeteria. When safe to do so during an evacuation, staff will retrieve emergency medications kept in the office.

The safety of all students is always the priority. The reality is that the only way your child will **always** have ready access to their emergency medication and other supplies, no matter the type of event, is to wear it on themselves at all times. You may choose to instruct your child to keep their emergency medication and supplies on them at all times and we will note that on accommodations plans and/or health alerts. If you choose to do this, it would be best to have your child do this at *all* times, in and outside of school, so that it becomes a lifelong habit.

Supplies

- Discuss where supplies should be located during the school day with your child, the school nurse and teachers.
- Consider providing extra supplies like juice in multiple classrooms for your child.
- Consider two sets of supplies: one for your child's day-to-day use and a backup for the office.

Provide the following to the school initially and as needed.

- Treatments for lows: food, juice, glucose tablets, glucagon.
- Back up strips, batteries, lancets, syringes or pen needles, insulin, glucometer etc.
- Ketone testing strips.
- Pump supplies for new insertion sites if using a pump.
 - Note: This is for students who can do independently or for your convenience in coming to the school to re-insert. School nurses do not typically re-insert sites unless discussed beforehand and then trained by parent.

Glucagon

Montana has a [state law about glucagon administration in the school setting](#). School staff, trained by a health care professional, may voluntarily administer glucagon with parent permission. There is no "stock" glucagon law in Montana so the only source of glucagon for your child is when you provide it. While most children have never received glucagon for a severe low blood glucose level, we encourage you to consider providing it to the school. This is especially important for off campus activities and athletics where 911 (Emergency Medical Services) may be slower to arrive.

- Provide glucagon to the school for emergencies.
 - Provide a medical order, which may be in the form of a DMMP.
 - Provide your written permission for staff training. See [GLUCAGON TRAINING RECORD](#).
 - Communicate with the school nurse to ask for staff training and discuss glucagon location.
 - Consider attending the training.

Section 504 accommodation plans

The school nurse or other staff member will discuss the possibility of having what is called a "504 accommodation plan" when the school first learns of your child's diabetes. For more information about the Section 504 law, see the [Montana Office of Public Instruction web page on Section 504](#).

- Sign the "Parent Permission for 504 Evaluation".
 - You may agree (consent) or "decline" if you do not want to pursue.
- Return the signed permission to the school. Do this even if declining.
- Consider having your child attend the annual 504 meeting.

Other:

- Remind your child that needles and lancets may NEVER go into the school garbage. They may be disposed of in the schools sharps container or brought home if in a safe, puncture resistant container kept appropriately.
- District-wide elementary and middle school menus with the carbohydrate count on it are available on the District website: www.mcpsmt.org. Carbohydrate counts are available for the main entree, but may not be available for all items i.e. fruit, vegetables, and ala carte items.