

## Sample

### Actions for the School Nurse

Once it is identified that a student with diabetes will be attending school, this checklist may be a useful guide for the school nurse.

#### 1. Gather data

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- Obtain and review student's current diabetes plan from provider; here is a comprehensive plan provided by the ADA [Diabetes Medical Management Plan](#)
- Arrange conference with student and guardians
- Utilizing an intake assessment. An example that may be used can be found (Appendix C)
- Familiarize yourself with student's equipment
- Refer to the Maine Department of Education [Decision Tree for Coordination and Oversight](#)
- Review Maine law regarding diabetes in the school setting, [Safe at School State Laws, Maine](#)

#### 2. Plan and implement training

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- Identify all staff that will have contact with student, (teachers, coaches, PE instructor, lunchroom staff, and bus driver) and coordinate training. [Find a Diabetes Education Program in Your Area](#)
- Include those involved in the 504, IEP and other education plans
- After training has been completed, review roles in carrying out the plan, how roles relate, and when/where to seek help

#### 3. Conduct assessment and develop plans for student

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- Nursing assessment of student, utilizing input from parents/guardian, student, and provider
- Create an IHP to identify functional needs, establish goals, and delineate intervention for goals, NASN provides examples
- Create emergency plans to share with all staff, including substitute staff
- Create a transportation plan. An example that may be used is provided (Appendix G)
- Create emergency kits for disaster preparedness. An example that may be used is provided (Appendix B)
- Develop/implement student's 504 plan or IEP if indicated. Review ADA's [Section 504 Plan](#)

#### 4. Facilitate school health team meeting

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- Review individual plan of care
- Review emergency plan with all staff, including substitute staff
- Monitor compliance and understanding of plan
- Facilitate follow-up meetings to discuss concerns and updates, and evaluate for potential changes to plan of care