

Student's Name \_\_\_\_\_ Student ID # \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 School \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_  
 Bus # / Transportation \_\_\_\_\_ Date of Diabetes Diagnosis \_\_\_\_\_  
 Effective Dates for Plan: \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_ Type \_\_\_\_\_ Diabetes

## Diabetes Quick Reference Plan

**Parent/Guardian: With the help of your child's physician, complete and sign this Diabetes Action Plan. Plan must be signed by doctor, parent and school nurse to be effective. Please return completed plan to school nurse.**

- This student has Type \_\_\_ diabetes. Diabetes is a serious, chronic disease that can result in: a) low blood sugar (hypoglycemia), which is an acute emergency condition; or, b) high blood sugar (hyperglycemia), which can lead to serious medical complications and life threatening diabetic coma.
- Low blood sugar can create a true emergency and can be life threatening if not treated promptly.
- Low blood sugar is characterized by shakiness, headache, sleepiness, pale appearance, irritability, hunger, and other symptoms.
- If a student has a change in behavior or level of consciousness, becomes lethargic, combative, or unconscious, or has a seizure or convulsion, then it must be presumed to be due to low blood sugar and should be treated as a low blood sugar emergency.  
**IMPORTANT: A student with low blood sugar should never be left alone. Treat a low blood sugar immediately.**

**1. Emergency Contacts:**

Parent/Gaurdian \_\_\_\_\_  
 Health Care Provider \_\_\_\_\_  
 Trained School Diabetes Care Providers (names and how to locate) \_\_\_\_\_

**2. Diabetes supplies located in \_\_\_\_\_**

**3. Symptoms of Low Blood Sugar (Hypoglycemia)**

Student complains of feeling "low" or says he/she is having an "insulin reaction." Student may experience one or more of the following symptoms:

- |                         |           |            |                    |                          |
|-------------------------|-----------|------------|--------------------|--------------------------|
| tiredness               | headache  | weakness   | irritability       | slurred speech           |
| shakiness               | trembling | sleepiness | pale appearance    | poor coordination        |
| dizziness               | sweating  | clamminess | combative behavior | inability to concentrate |
| blood sugar below _____ | confusion | hunger     |                    |                          |

Other symptoms: \_\_\_\_\_

A low blood sugar would most likely, but not always, occur mid-morning, right before lunch, during or after physical activity/exercise, or \_\_\_\_\_. If in doubt, always treat for low blood sugar.

**4. Treatment of Low Blood Sugar (Hypoglycemia)**

**If student is conscious, cooperative, and able to swallow:**

- Give fast sugar such as **glucose tablets, glucose gel, fruit juice, regular soda, or** \_\_\_\_\_
- Follow with a snack of \_\_\_\_\_
- Check blood sugar again in \_\_\_\_\_ minutes and at \_\_\_\_\_ intervals.
- Contact trained school diabetes care provider as soon as possible for further assistance and instructions.
- Do not leave student alone or allow him/her to leave the classroom alone.
- Notify parent/guardian of low blood sugar episode.

**If student is unconscious, experiencing a seizure, or unable to swallow:**

- Contact trained school diabetes care provider immediately to administer **emergency glucagon injection, if authorized** by health care provider in the student's individual diabetes care plan.
- Turn student on side and keep airway clear. Do not insert objects into student's mouth or between teeth.
- Student may vomit. Keep student on side to prevent choking on vomit. Keep airway clear.
- **Call 911, parent/guardian, and health care provider.**
- Other instructions for treating low blood sugar \_\_\_\_\_

5. **Symptoms of High Blood Sugar (Hyperglycemia)**

Student may experience one or more of the following symptoms:

frequent urination	excessive thirst	nausea	vomiting
dehydration	inability to concentrate	sleepiness	confusion
blood sugar above _____		blurred vision	irritability

Other symptoms: \_\_\_\_\_

6. **Treatment of High Blood Sugar (Hyperglycemia)**

- o Call parent/guardian and health care provider if blood sugar is over \_\_\_\_\_ mg/dl.
- o Contact trained school diabetes care provider who will provide treatment according to student's individual diabetes care plan, which may include the following actions:
  - o Test urine for ketones if blood sugar is over \_\_\_\_\_.
  - o Give insulin according to student's individual diabetes care plan.
  - o If student uses an insulin pump, check pump functioning, including batteries, insulin supply, tubing, and infusion site and take necessary corrective action.
- o Check blood sugar again in \_\_\_\_\_ minutes and at \_\_\_\_\_ intervals.
- o Allow free and unrestricted use of bathroom.
- o Encourage student to drink water or other sugar-free liquid.
- o **If symptoms worsen or the student begins vomiting, call parent/guardian and health care provider immediately.**
- o Other instructions for treating high blood sugar: \_\_\_\_\_

7. **Snack Time(s):** \_\_\_\_\_ **Meal Time(s):** \_\_\_\_\_

- o Snacks and meals must be eaten on time. If snack or meals are eaten late, low blood sugar can occur.
- o Extra time to eat snack or meal may be needed. Do not rush student through snack or meal. Allow student to finish eating.
- o If student does not eat most of snack or lunch, notify trained school diabetes care provider, school nurse, or parent/guardian.
- o Student may need insulin for food eaten. Contact trained school diabetes care provider for assistance.
- o Other food/insulin instructions \_\_\_\_\_

8. **Routine Blood Sugar Testing Times:** \_\_\_\_\_ **Other Times:** \_\_\_\_\_

- o A student with diabetes is allowed to carry diabetes supplies at school, test blood sugar levels wherever and whenever needed, and take immediate corrective action, all in accordance with his/her individual diabetes care plan. Diabetes supplies should be kept wherever the student is located.
- o Assistance, if any, student needs with blood sugar testing \_\_\_\_\_
- o Target blood sugar range: \_\_\_\_\_
- o Notify the trained school diabetes care provider, school nurse, or parent/guardian if blood sugar results are out of range.
- o Take appropriate steps to treat blood sugar (hypoglycemia) or high blood sugar (hyperglycemia).
- o Other blood sugar testing instructions \_\_\_\_\_

9. **Exercise/Physical Education**

- o Exercise and physical activity generally lowers blood sugar. If exercise is more strenuous or longer than usual, it can result in a low blood sugar reaction that needs immediate treatment.
- o The blood sugar lowering effects of exercise can begin shortly into the activity and can persist in the hours following the activity.
- o Extra snacks may be needed before, during, and/or after exercise. Instructions for snacks/exercise \_\_\_\_\_
- o Exercise is generally encouraged and students with diabetes should participate, except when blood sugar is below \_\_\_\_\_ or above \_\_\_\_\_ at the time of exercise.
- o Blood sugar level should be checked before and after exercise. Level should be checked during exercise if low blood sugar symptoms appear or if \_\_\_\_\_
- o Keep a fast-acting source of sugar available at all times during exercise, in case a low blood sugar occurs. Fast sugar includes glucose tablets, glucose gel, a juice box, a regular soda, or a tube of cake frosting.
- o Other instructions for exercise/activity \_\_\_\_\_

Parent/Guardian Signature	Date	Teacher, School Nurse, or Administrator	Date Received
Physician Signature	Date		