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| **NEW MEXICO SCHOOL FOR THE BLIND & VISUALLY IMPAIRED** | **SUBJECT: NO. 524.1**  **Diabetes Management in the Schools** |
| **Effective Date: 5/21/20** | **Reviewed:**  **Revised:** |
| **Date reviewed by Legal Counsel: 5/14/20** |
| **Distribution: All Staff** | **Kind: Board Policy** |

NMSBVI will take reasonable steps to ensure that students with diabetes receive appropriate and needed diabetic care. Pursuant to state law, NMSBVI must provide yearly training to the School’s diabetes care personnel in order to best serve their diabetic students. Each student who is diagnosed with diabetes must submit a diabetes medical management plan from their treating medical professional and/or parent or guardian, which outlines the student’s needs and how best for NMSBVI to ensure that student receives the proper care they need.

**Definitions**

1. “diabetes” means type one or type two diabetes mellitus; complications related to diabetes mellitus; or prediabetes;
2. “diabetes care personnel” means a school employee who volunteers to be trained and is trained in accordance with Section 3 of the Student Diabetes Management Act;
3. “diabetes medical management plan” means a document that a student's personal health care practitioner and parent or guardian develops that sets out the health services that the student needs at school and that is signed by the student's health care practitioner and parent or guardian;
4. “health care practitioner” means a person licensed to provide health care in the ordinary course of business;
5. “school” means an elementary, secondary, middle, junior high or high school or any combination of those, including a public school, state-chartered or locally chartered charter school or private school that students attend in person;
6. “school employee” means a person employed by a school, a person employed by the department of health or a local health department or by the public education department who is assigned to a school or a contractor designated to provide diabetes management services at a school pursuant to the Student Diabetes Management Act; and
7. “school nurse” means a person who:
   1. is a nurse who is authorized pursuant to the Nursing Practice Act to practice as a professional registered nurse;
   2. is licensed by the public education department and the board of nursing as a school nurse; and provides services as a school nurse at a school.

**Diabetes Care Personnel Training:**

NMSBVI will provide annual diabetes training to all school nurses and/or diabetes care personnel. Training content for the annual diabetes training program, shall include:

1. Identification and treatment of hyperglycemia and hypoglycemia;
2. Appropriate actions to take when blood glucose levels are outside the target ranges indicated by a student’s diabetes medical management plan;
3. Understanding interpretation of health care practitioner instructions regarding diabetes medication drug dosage, frequency, and manner of administration;
4. Performance of finger stick blood glucose testing and ketone testing and recording of results;
5. Administration of glucagon and insulin and recording of results;
6. Administration of glucagon and insulin through the insulin delivery system;
7. Recognizing diabetes-related complications that require emergency assistance; and
8. Recommended schedules for food intake, the effect of physical activity upon blood glucose levels, and appropriate actions to be implemented in the case of a schedule disruption.

Annual diabetes training programs shall be provided by the school nurse if the school has a licensed school nurse or by a licensed health care practitioner with expertise in diabetes. NMSBVI will provide annual training to all school personnel with a primary responsibility for supervising a student with diabetes during some portion of the school day. This includes bus drivers responsible for transporting a student with diabetes. Training for these individuals must include:

1. Recognition of hyperglycemia;
2. Recognition of hypoglycemia; and
3. Actions to take in response to diabetes-related emergency situations.

NMSBVI will ensure a minimum of two school employees, at each school attended by a student with diabetes, receives the training outlined in this rule. However, diabetes care personnel need not be health care practitioners, and may be non-medical personnel. If at any time fewer than two school employees are available to be trained at a school, the principal or other school administrator shall distribute to all staff a written notice stating that the school is seeking volunteers to serve as diabetes care personnel. This notice shall inform staff of the following:

1. The school is required to provide diabetes care to one or more students with diabetes and is seeking personnel willing to be trained to provide that care;
2. The tasks to be performed by diabetes care personnel;
3. Participation is voluntary and no school, school district or governing body will take action against any staff member who does not volunteer to be designated;
4. Training will be provided to employees who volunteer to provide care; and
5. The contact information of the person whom staff should contact in order to volunteer to be diabetes care personnel.

**Diabetes Medical Management Plan:**

The parent or legal guardian of the student with diabetes who seeks diabetes care while at school shall submit a diabetes medical management plan to the school from their treating medical professional and parent or guardian. Once NMSBVI receives a diabetes medical management plan, it shall be reviewed and implemented.

NMSBVI shall ensure that all students diagnosed with diabetes receive appropriate and necessary diabetes care as specified in the student’s diabetes medical management plan.

In accordance with a student’s diabetes medical management plan, a school nurse, or in the absence of a school nurse, diabetes care personnel, shall perform diabetes care functions that may include:

1. Checking and recording the student’s blood glucose or ketone levels and assisting the student with recording these levels;
2. Responding to blood glucose levels that are outside of the student’s target range;
3. Administering glucagon and other emergency treatments as prescribed;
4. Administering insulin or assisting a student in administering insulin;
5. Providing oral diabetes medications as prescribed; and
6. Following instructions regarding meals, snacks and physical activity.

A school nurse or at least one diabetes care personnel shall be at each school where a student with diabetes is attending and shall be available to provide care to each student with diabetes during regular school hours, all school-sponsored activities, trips, extended offsite school-sponsored excursions, extracurricular activities where a student with diabetes is a participant, and on buses where the bus driver has not been trained in diabetes care and a student with diabetes is a passenger.

**School Assignment: Diabetes Care Provision:**

Students diagnosed with diabetes shall attend the school they would otherwise attend if they were not diagnosed with diabetes, and the diabetes care specified in the student’s diabetes medical management plan shall be provided at the student’s school.

NMSBVI shall not restrict a student diagnosed with diabetes from attending any school on the basis that;

1. The student is diagnosed with diabetes;
2. NMSBVI does not have a full-time school nurse; or
3. NMSBVI does not have trained diabetes care personnel.

NMSBVI shall not require nor compel parents or guardians to provide diabetes care for a student with diabetes at school or school-related activities. However, NMSBVI may allow a parent or guardian to volunteer to assume the official responsibility of diabetes care for a student diagnosed with diabetes should the parent or guardian be attending a school sponsored activity, trip, extended offsite excursion, or extracurricular activity in which the student with diabetes is participating.

**Diabetes Self-Management:**

Upon written request of a parent or guardian of a student with diabetes and authorization by the student’s diabetes medical management plan, and upon demonstrated proficiency, a student shall be permitted to:

1. Perform self-management blood glucose monitoring to check blood glucose and ketones;
2. Administer prescribed medication for the treatment of diabetes including the self-administration of insulin through the insulin delivery system that the student uses as determined in the student’s diabetes medical management plan;
3. Treat hyperglycemia as determined in the student’s medical management plan; and
4. Treat hypoglycemia as determined in the student’s diabetes medical management plan.

A student with diabetes, if determined to be proficient at self-management shall be permitted to self-manage in any area of the school or school grounds. They shall also be permitted to possess on the student’s person at all times all necessary supplies and equipment to perform these monitoring and treatment functions. If either the student or the student’s requests, the student shall have access to a private area for performing diabetes care tasks. Additionally, NMSBVI will provide safe storage of medical supplies and for the safe and appropriate storage of diabetes medication. The storage shall be provided within the school nurse’s office or alternatively within a place that is easily accessible by the school’s designated diabetes care personnel.

**Grievance Procedure:**

If a student or their parents /guardian have a grievance pertaining to the school’s handling of the provisions of this Board policy. The student with their parent/guardian may submit a grievance to the School principal pursuant to Board of Regents Policy #215 Grievance Procedure.

After the conclusion of the student grievance procedure, if the student or their parent/guardian continues to be aggrieved that the School is not following this policy, the student or their parent/guardian may submit a written administrative complaint, via e-mail or mail, to the Education Secretary or Secretary’s designee. That complaint should include any allegation or statement of facts specifically stating how the School or its governing body has failed to meet its obligations to train school personnel, to provide diabetes care, or to permit self-management of diabetes per the Student Diabetes Management Act.

The Secretary or Secretary’s designee may require additional documentation to be provided by the parent or guardian, school district or charter school before responding to the complaint. Such additional documentation, if requested, shall be due within 10 days of the request. The Secretary or Secretary’s designee, at the Secretary’s discretion, may require a hearing to be conducted within 60 days of receipt of the complaint or additional documentation, whichever is later, and to include a representative of the school district or charter school, before the Secretary or Secretary’s designee. The Secretary or the Secretary’s designee shall provide a written response with a final decision within 30 days of receipt of the complaint or within 30 days of the hearing’s conclusion, whichever is later.

**NMSBVI’S Reporting Duty:**

The NMSBVI Health Services Department shall provide the required training yearly, by October 15th, and maintain the following records:

1. The number of students within the school district or state charter school with a diagnosis of diabetes;
2. The date(s) of the diabetes care training(s) provided to diabetes care personnel;
3. The name(s) of the licensed school nurse or licensed health care practitioner who provided the diabetes care training(s);
4. A copy of the agenda for the diabetes care training(s);
5. The name(s) and title(s) of each staff person identified as a diabetes care personnel;
6. The name(s) and title(s) of any other personnel who received the diabetes care training(s); and
7. The school(s) in which each identified diabetes care personnel provides services.

NMSBVI will post each this data on the NMSBVI website by November 15th every year.

Legal Reference:

N.M.S.A §22-34-1, et al.

**STUDENT DIABETES MANAGEMENT PROGRAM**

**Parental Agreement Form**

**Waiver of Liability Agreement**

**Academic Year 2020-2021**

As a parent of (Child's Name) :

I have been notified that the New Mexico School for the Blind and Visually Impaired (“the School”) is required by state law, NMSA 1978 §22-34-3, to institute a Student Diabetes Management Program. Each school must have at least two employees or volunteers trained to recognize the signs of diabetic distress in students, and understand the appropriate actions to take in such events. This may include: performance of a finger-stick glucose test, administration of glucagon and/or insulin through an insulin delivery system, and understanding recommended activity and dietary schedules for individual students.

I, , the undersigned agree and understand that by signing this Waiver of Liability Agreement, I am agreeing to expressly and unequivocally hold New Mexico School for the Blind and Visually Impaired, its board, employees, volunteers, and agents, harmless from any and all causes of action, demands, claims, liabilities and legal demands of any nature. This includes, but is not limited to, claims of negligence, personal injury, bodily injury, death or accident of any kind arising from my student’s participation in the Student Diabetes Management Program.

Additionally, I hereby consent to and permit emergency treatment of my student, if they suffer from diabetic distress, and if the situation warrants emergency intervention, as determined by the trained staff and/or volunteers of the District.

Signature of parent or legal guardian:

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Printed name of parent or legal guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Student (ONLY IF THE STUDENT IS AGE 18 OR OLDER):

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Printed name of student if over 18: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or Legal Guardian Telephone #: