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## DIABETES ACTION PLAN FORM

This coversheet is **ONLY** for the form and student listed above  
and **MUST BE RECEIVED** for processing.



**DO NOT** use staples or paperclips!



Please print and complete this form then  
submit all pages including this coversheet via:

FAX	MAIL
<p><b>(877) 447-9530</b></p> <p>Outside of the United States? Please fax to (978) 244-8894</p>	<p style="text-align: center;">-OR-</p> <p style="text-align: center;"><b>Magnus Health</b> Attn: Student Medical Records 514 Daniels Street #367 Raleigh, NC 27605</p>

# Diabetes Medical Management Plan

Effective Dates: \_\_\_\_\_

This plan should be completed by the student's personal health care team and parents/guardian. It should be reviewed with relevant school staff and copies should be kept in a place that is easily accessed by the school nurse, trained diabetes personnel, and other authorized personnel.

Student's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Date of Diabetes Diagnosis: \_\_\_\_\_

Grade: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

Physical Condition:  Diabetes type 1  Diabetes type 2

## Contact Information

Mother/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Father/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Student's Doctor/Health Care Provider:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Emergency Number: \_\_\_\_\_

Other Emergency Contacts:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Notify parents/guardian or emergency contact in the following situations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Diabetes Medical Management Plan** *Continued***Blood Glucose Monitoring**Target range for blood glucose is  70-150  70-180  Other \_\_\_\_\_

Usual times to check blood glucose \_\_\_\_\_

Times to do extra blood glucose checks (*check all that apply*) before exercise after exercise when student exhibits symptoms of hyperglycemia when student exhibits symptoms of hypoglycemia other (explain): \_\_\_\_\_Can student perform own blood glucose checks?  Yes  No

Exceptions: \_\_\_\_\_

Type of blood glucose meter student uses: \_\_\_\_\_

**Insulin****Usual Lunchtime Dose**

Base dose of Humalog/Novolog /Regular insulin at lunch (circle type of rapid-/short-acting insulin used) is \_\_\_\_\_ units or does flexible dosing using \_\_\_\_\_ units/ \_\_\_\_\_ grams carbohydrate.

Use of other insulin at lunch: (circle type of insulin used): intermediate/NPH/lente \_\_\_\_\_ units or basal/Lantus/Ultralente \_\_\_\_\_ units.

**Insulin Correction Doses**Parental authorization should be obtained before administering a correction dose for high blood glucose levels.  Yes  No

\_\_\_\_\_ units if blood glucose is \_\_\_\_\_ to \_\_\_\_\_ mg/dl

\_\_\_\_\_ units if blood glucose is \_\_\_\_\_ to \_\_\_\_\_ mg/dl

\_\_\_\_\_ units if blood glucose is \_\_\_\_\_ to \_\_\_\_\_ mg/dl

\_\_\_\_\_ units if blood glucose is \_\_\_\_\_ to \_\_\_\_\_ mg/dl

\_\_\_\_\_ units if blood glucose is \_\_\_\_\_ to \_\_\_\_\_ mg/dl

Can student give own injections?  Yes  NoCan student determine correct amount of insulin?  Yes  NoCan student draw correct dose of insulin?  Yes  No

\_\_\_\_\_ Parents are authorized to adjust the insulin dosage under the following circumstances: \_\_\_\_\_

**For Students With Insulin Pumps**

Type of pump: \_\_\_\_\_ Basal rates: \_\_\_\_\_ 12 am to \_\_\_\_\_

\_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ to \_\_\_\_\_

Type of insulin in pump: \_\_\_\_\_

Type of infusion set: \_\_\_\_\_

Insulin/carbohydrate ratio: \_\_\_\_\_ Correction factor: \_\_\_\_\_

**50 Helping the Student with Diabetes Succeed***Excerpted from: Helping the Student with Diabetes Succeed: A Guide for School Personnel. Published by National Diabetes Education Program: A Joint Program of the National Institutes of Health and the Centers for Disease Control and Prevention*

*Student Pump Abilities/Skills:*

*Needs Assistance*

- Count carbohydrates  Yes  No
- Bolus correct amount for carbohydrates consumed  Yes  No
- Calculate and administer corrective bolus  Yes  No
- Calculate and set basal profiles  Yes  No
- Calculate and set temporary basal rate  Yes  No
- Disconnect pump  Yes  No
- Reconnect pump at infusion set  Yes  No
- Prepare reservoir and tubing  Yes  No
- Insert infusion set  Yes  No
- Troubleshoot alarms and malfunctions  Yes  No

**For Students Taking Oral Diabetes Medications**

Type of medication: \_\_\_\_\_ Timing: \_\_\_\_\_

Other medications: \_\_\_\_\_ Timing: \_\_\_\_\_

**Meals and Snacks Eaten at School**

Is student independent in carbohydrate calculations and management?  Yes  No

<i>Meal/Snack</i>	<i>Time</i>	<i>Food content/amount</i>
Breakfast	_____	_____
Mid-morning snack	_____	_____
Lunch	_____	_____
Mid-afternoon snack	_____	_____
Dinner	_____	_____

Snack before exercise?  Yes  No

Snack after exercise?  Yes  No

Other times to give snacks and content/amount: \_\_\_\_\_

Preferred snack foods: \_\_\_\_\_

Foods to avoid, if any: \_\_\_\_\_

Instructions for when food is provided to the class (e.g., as part of a class party or food sampling event):

\_\_\_\_\_

\_\_\_\_\_

**Exercise and Sports**

A fast-acting carbohydrate such as \_\_\_\_\_ should be available at the site of exercise or sports.

Restrictions on activity, if any: \_\_\_\_\_

Student should not exercise if blood glucose level is below \_\_\_\_\_ mg/dl or above \_\_\_\_\_ mg/dl or if moderate to large urine ketones are present.



**Hypoglycemia (Low Blood Sugar)**

Usual symptoms of hypoglycemia: \_\_\_\_\_  
\_\_\_\_\_

Treatment of hypoglycemia: \_\_\_\_\_  
\_\_\_\_\_

Glucagon should be given if the student is unconscious, having a seizure (convulsion), or unable to swallow.  
Route \_\_\_\_\_, Dosage \_\_\_\_\_, site for glucagon injection: \_\_\_\_\_ arm, \_\_\_\_\_ thigh, \_\_\_\_\_ other.

If glucagon is required, administer it promptly. Then, call 911 (or other emergency assistance) and the parents/guardian.

**Hyperglycemia (High Blood Sugar)**

Usual symptoms of hyperglycemia: \_\_\_\_\_  
\_\_\_\_\_

Treatment of hyperglycemia: \_\_\_\_\_  
\_\_\_\_\_

Urine should be checked for ketones when blood glucose levels are above \_\_\_\_\_ mg/dl.

Treatment for ketones: \_\_\_\_\_  
\_\_\_\_\_

**Supplies to be Kept at School**

- |   |  |
|---|--|
| _____ Blood glucose meter, blood glucose test strips, batteries for meter | _____ Insulin pump and supplies                    |
| _____ Lancet device, lancets, gloves, etc.                                | _____ Insulin pen, pen needles, insulin cartridges |
| _____ Urine ketone strips   | _____ Fast-acting source of glucose                |
| _____ Insulin vials and syringes  | _____ Carbohydrate containing snack                |
|   | _____ Glucagon emergency kit                       |

**Signatures**

**This Diabetes Medical Management Plan has been approved by:**

\_\_\_\_\_  
Student's Physician/Health Care Provider Date

I give permission to the school nurse, trained diabetes personnel, and other designated staff members of \_\_\_\_\_ school to perform and carry out the diabetes care tasks as outlined by \_\_\_\_\_'s Diabetes Medical Management Plan. I also consent to the release of the information contained in this Diabetes Medical Management Plan to all staff members and other adults who have custodial care of my child and who may need to know this information to maintain my child's health and safety.

**Acknowledged and received by:**

\_\_\_\_\_  
Student's Parent/Guardian Date

\_\_\_\_\_  
Student's Parent/Guardian Date

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