

Date: _____

Dear Parent:

The school health team includes the school community health nurse (SCHN) and school health room aide (SHRA). We want to work with you to foster your child's self management of his/her diabetes, and to provide for quality assurance and the safety of your child.

The school health team will work with you and your child's health care provider to:

- Set up an individual health care plan for your child to address the management of hypoglycemia, hyperglycemia and routine daily health needs while at school.
- Make sure your child gets his/her ordered medications and treatments.
- Share important information with the school staff to ensure your child's safety.
- Where delegation is appropriate, train the SHRA and back-up school staff to care for your child in the school nurse's absence. This is done on a case by case basis.

Parents are responsible (before the first day of each school year) for providing:

- Current treatment orders (for treatments such as blood glucose testing, ketone testing, snacks, etc) completed and signed by your child's health care provider. (Please use the Maryland State Diabetes Form OR Diabetes Treatment Plan – MCDHHS Form 3348 –both are enclosed for your convenience)
- Current medication orders (for insulin and / or glucagon to be administered during the school day) completed and signed by your child's health care provider. (Please use the Maryland State Diabetes Form OR Medication Form MCPS 525-13 – both are enclosed for your convenience)
- Supplies (syringes / insulin), equipment (glucometer / strips), medications (insulin / glucagon) and snacks (juice / crackers) for the health room, and to continue to do so each month.

Throughout the school year parents should:

- Consult and work with the school nurse or administration as needed.
- Allow information to be shared with school staff to ensure your child's safety.
- Notify the school health team of any changes in the management of your child's diabetes.

*Please note that the Maryland Nurse Practice Act (COMAR 10.27) does not allow certain treatments, such as those involving carbohydrate counting, the calculation of medication dosage or the administration of intramuscular injections to be delegated to unlicensed persons such as the SHRA or school staff. The school nurse may be able to designate the SHRA and/or school staff to be the "critical observer", providing oversight of some treatments, thus assuring that your child is following directions that you, the health care provider or the school nurse provides.

- **If Glucagon is ordered, the health care provider must prescribe for subcutaneous injection as well as for a full 1.0 mg dose as the Maryland Nurse Practice Act (COMAR 10.27) allows only a Registered Nurse, not a SHRA or MCPS back-up staff, to administer an intramuscular injection or to give a partial dose of a pre-filled syringe.**

Please have the enclosed forms completed and returned to your school nurse, along with all supplies and medications, before the first day of school. Please call if you have any questions.

Sincerely,

School Community Health Nurse

Telephone