

The Villages® Charter School

Diabetes Paperwork Instructions

DIABETES PARENT HISTORY FORM

- Complete information and all questions, giving details

EMERGENCY ACTION PLAN

- Complete top box that contains contact names and phone numbers
- Sign the back of the form in the top box
- This form may be updated annually for a total of 3 school years

DIABETES SCHOOL ORDERS

- Your child's Health Care Provider (HCP) will provide "School Orders" (also called a DMMP) to you. Please provide those to the VCMS school nurse at the beginning of the school year
- At each follow up appointment with your student's HCP, if orders are changed or modified, your child's HCP will provide updated school orders
- Your child's HCP may fax those orders to the school: Attention: Joy - VCMS School Nurse. Fax: 352-259-6809. They can also be emailed to Joy.Shumate@tvcs.org. Otherwise, you or your child may bring the orders to the clinic nurse
- New orders required each school year and when there are changes in orders

INDIVIDUALIZED HEALTH CARE PLAN

- Complete top section, sign and date
- The school nurse will develop a care plan for your child's medical needs based on your input, your child's input and HCP's order
- This form may be updated annually for a total of 3 years

TVCS CONSENT FORM & STUDENT MEDICATION ADMINISTRATION RECORD

- Complete top section, sign and date. This form is for the Glucagon Kit
- A Glucagon Kit or Baqsimi Nasal Glucagon must be available during school hours. The student may keep the Glucagon Kit or Baqsimi in his/her supply bag but it must be kept in the clinic during the school day
- A new form is required each school year

IF YOU NEED ADDITIONAL FORMS THEY ARE AVAILABLE ON THE MIDDLE SCHOOL WEBSITE OF TVCS.ORG

- Once at the Middle School site, click on "Clinic" on the left column
- Once on the Clinic page, scroll down to the red PDF list
- Choose the form you need, click and print

OTHER CONSIDERATIONS

- Snacks to be brought from home: include protein snacks (peanut butter or cheese crackers) and fast acting sugar (like smarties or glucose tablets)
- Student must always have fast acting sugar and a protein snack in their backpack in case of an emergency
- Students on pumps should have 1 extra pump set available at school
- In case of pump failure, an insulin pen may be kept at school or in the student's supply bag
- Student will have a space of their own in the clinic to keep extra supplies
- Please supply Ketone strips to be kept in the clinic if your child's HCP requires Ketone testing for high blood glucose

If you have any questions you may contact me at school at 352-359-0044, ext 2113 (or ask for the clinic).

Thank you,

Joy Shumate, RN

NOTE: Students who are using a continuous glucose monitor (CGM) and use their phone to monitor their BG are allowed to keep their phones on and with them. Please instruct that other phone use during school is not permitted.