#### DIABETES CHECK LIST Health Services Department Lincoln Public Schools

### A Guide for the Care and Self-Management for the Student With Diabetes

The following Diabetes Check List has been developed as an education tool to assist the Health Services Staff provide consistent and age appropriate care for students with diabetes in the school setting.

The Diabetes Check List was developed by school nurses and a diabetes educator who work with students of various age groups. It identifies the many tasks to be accomplished and then lists the motor and cognitive skills needed to safely perform these tasks. It also identifies guidelines for the adults working with the student to be able to support and encourage the student as he/she becomes more independent in the management of their diabetes.

#### **GENERAL STATEMENTS**

- 1. We recognize that all children move through stages at different times and rates. There is no "magic age" when a child can suddenly perform a certain skill or be responsible for their care.
- 2. These are only guidelines for staff and parents to follow.
- 3. Each guideline MUST be individualized for the child.
- 4. Age alone should not be the guideline used to assume that a student is ready to accept responsibility for managing all aspects of their diabetes care.
- 5. Children need to be encouraged and supported to gradually assume diabetes self care as they mature.
- 6. The adult needs to be sure that when the responsibility if given, the student is willing to take it.
- 7. It is normal for the child to regress and depend once again on a adult to handle the responsibility.
- 8. The adult needs to be sensitive to the child needing a "vacation" from responsibility and take over for them for awhile.
- 9. The child who feels they have a network of adults to support and assist with diabetes management will generally be in better diabetes control.
- 10. Consistency by all adults helps the child to move toward accepting more responsibility.
- 11. Adults should approach these tasks as a necessity, not a choice.
- 12. Communication is essential between everyone.
- 13. The child understands adults will check technique and verify doses occasionally, even after skills mastered.

Remember these are guidelines. The student should have a current care plan on file. There is a difference between the care plan and the education guidelines.

- It is individualized
- · It is to provide consistency of care between care givers
- It is a communication tool
- · It is an education tool to assess and teach skills and cognitive understanding



(Generally, this age is not able to draw up or give own shot.) **Pre-School** 

### **Diabetes Check List**

Ages 2-5 years

Name

Date/Initial Task/skill Cognitive Adult Guidelines Medical Identification U Wears Diabetes Identification Understands need to be identified in an □ Reinforce the importance of wearing emergency situation as having diabetes medical ID U Wash hands Understands the importance of rotating □ Provide a lot of encouragement and **Testing Blood sugar**/ Gathers blood testing supplies fingers positive reinforcement **Blood Ketones** □ Set up supplies □ Understands to show the adult the Regular communication between teachers, Does not do own □ Choose site for testing number nurses and parents, can reduce the amount testing Cleans finger with alcohol or soap □ May be able to help with testing blood of time the child spends in the health □ Needs help with and water sugar, such as poking own finger or office testing □ Rotates sites of testing putting blood on test strip Adults should approach these tasks as a Does testing Understands that any blood spilled necessity, not a choice □ Sits still independently Holds finger still on the table or supplies needs to be □ Always be aware of blood born pathogen Help the adult read the number reported and properly cleaned up by an guidelines and safety □ Pull the test strip out and dispose of □ Provide equipment for the proper disposal adult properly of sharps □ Put testing supplies away □ Properly clean any blood spills Tells the adult if there is any blood □ Adult verifies meter reading spilled in testing area **Insulin Injections** U Washes hands Does not do own Gathers supplies injection □ Needs help with **Insulin Syringe** injection Choose site for shot □ Understands the importance of rotating □ This is a treatment and is not tied to Does injections Cleans top of bottle with alcohol sites behavior or it may be perceived as independently Cleans skin with alcohol or soap and Understands the importance of cleaning punitive the injection site before the shot Adults may need to reassure the child that water □ Sits still □ May be able to help with the injection, they did nothing wrong to get diabetes and Helps with rotation of sites such as helping to give the shot pokes and shots keep her/him healthy Helps to count to ten after the shot □ Encourage and praise each newly acquired Cleans up supplies skill □ Encourage communication with adults **Insulin Pen** about needs Insulin Pen Choose site for shot □ May be able to start dialing the priming Understands if using the Novopen Junior, if they over dial the dose, they must waste Clean skin with alcohol or soap and unit water □ May be able to start dialing to the the insulin and start over. All other pens □ Sits still correct dose of insulin can be dialed back to correct the dose Helps with rotation of sites Helps to count to ten after the shot □ Cleans up supplies

PAGE 2



# **Diabetes Check List**

Name \_\_\_\_\_

<b>Pre-School</b>		Age	s 2-5 years	
	Date/Initial	Task/skill	Cognitive	Adult Guidelines
		<ul> <li>Insulin Pump</li> <li>Able to tell an adult the pump is beeping or alarming</li> <li>Able to tell an adult if pump or insertion site is wet</li> <li>Able to tell an adult if insertion site is hurting</li> </ul>	<ul> <li>Insulin Pump</li> <li>❑ Understands that if there is any problem with the pump the student should always tell an adult right away</li> </ul>	<ul> <li>Adult understands to check the blood suga two hours after the pump insertion set is changed</li> <li>Check blood sugar 2 hours after a bolus fo high sugar reading</li> </ul>
Ketone Testing		<ul> <li>Willingly goes to bathroom to provide the urine sample in appropriate container</li> <li>Leaves sample for adult to test</li> <li>Washes hands after providing sample</li> <li>Begins matching ketone strip with color chart</li> <li>If checking blood ketones, refer to same skills as testing blood sugars/ blood ketones</li> </ul>	<ul> <li>Understands the importance of providing urine to test</li> <li>Student may need initial assistance</li> <li>May need hat for toilet until able to catch urine in a cup</li> <li>Uses bathroom after blood testing in the event ketone testing is necessary</li> <li>Adult will interpret results</li> </ul>	Requires encouragement and positive reinforcement
Nutrition School lunches can be found on the LPS internet site with carbohydrate counts listed www.lps.org		<ul> <li>Picks out own snack from those provided</li> <li>Accurately tells adult what was eaten at meal</li> </ul>	<ul> <li>Able to ask if a food has sugar in it.</li> <li>Understands to ask about food/drink before eating or drinking</li> <li>Can name or ask for a few healthy snack or food choices</li> </ul>	<ul> <li>Adults provide healthy foods in appropriate portions for child to choose from</li> <li>Parents and nurses talk about appropriate snacks for school</li> <li>Teachers and parents discuss appropriate snacks for parties</li> </ul>
Recognizing low or high blood sugars		<ul> <li>Tells an adult when not feeling well</li> <li>Begins to recognize their symptoms of low blood sugar</li> </ul>	<ul> <li>Students may not know signs of low blood sugar</li> <li>Ask student if they can tell when they are low</li> <li>Adults asks student what symptoms they felt when the blood sugar was high or low to help them identify what symptoms to report</li> </ul>	<ul> <li>Parents communicate to nurse/teacher the signs their child has when low and the preferred treatment</li> <li>Nurse/teacher communicate to parent that their child had a high or low blood sugar</li> </ul>
Safety Concerns		Has emergency phone numbers available		Parents must keep emergency numbers current at the students' school



## **Diabetes Check List**

Name \_\_\_\_\_

<b>Early Elementar</b>	'Y	Ages	s 5-8 years	Grades K-2
	Date/Initial	Task/skill	Cognitive	Adult Guidelines
Medical Identification		U Wears Diabetes Identification	Understands need to be identified in an emergency situation as having diabetes	Reinforce the importance of wearing medical ID
<ul> <li>Testing Blood sugar/ Blood Ketones</li> <li>Does not do own testing</li> <li>Needs help with testing</li> <li>Does testing independently</li> </ul>		<ul> <li>Wash hands</li> <li>Gathers blood testing supplies</li> <li>Set up supplies</li> <li>Choose site for testing</li> <li>Cleans finger with alcohol or soap and water</li> <li>Rotates sites of testing</li> <li>Holds finger still</li> <li>Helps hold finger poker when testing blood sugar</li> <li>Able to poke own finger with help</li> <li>Help the adult read the number on the monitor</li> <li>Cleans up supplies</li> <li>Places sharps in container with help</li> <li>Changes lancet with help</li> <li>Always shows adult numbers</li> <li>Tells the adult if there is any blood spilled in testing area</li> </ul>	<ul> <li>Understands process for blood testing</li> <li>Understands the importance of finger stick site rotation</li> <li>Understands to show the adult the number</li> <li>Understands that needing to test blood sugars is not used as a way to get out of class time</li> <li>Understands they are in a shared space</li> <li>Need for proper disposal of testing supplies to not expose others to blood born pathogens</li> <li>Understands that any blood spilled on the table or supplies needs to be reported and properly cleaned up by an adult</li> </ul>	<ul> <li>Reinforce that an adult needs to monitor the student as the student moves to independence</li> <li>Provide a lot of encouragement and positive reinforcement</li> <li>Regular communication between teachers, nurses and parents, can reduce the amount of time the student spends in the health office</li> <li>Adults should approach these tasks as necessity, not a choice</li> <li>Student may become complacent and stop rotating sites, not washing hands, cleaning areas and improperly dispose of materials</li> <li>Always be aware of blood borne pathogen guidelines and safety</li> <li>Assist with the proper disposal of sharps</li> </ul>
<ul> <li>Insulin Injections</li> <li>Does not do own injection</li> <li>Needs help with injection</li> <li>Does injections independently</li> </ul>		<ul> <li>Washes hands</li> <li>Gathers supplies</li> <li>Insulin Syringe</li> <li>Determine correct insulin dose with the help of an adult</li> <li>Cleans top of bottle with alcohol</li> <li>Remove syringe needle cap with help</li> <li>Put air in syringe equal to dose of insulin to be given with help</li> <li>Insert needle into insulin bottle with help</li> <li>Inject air in bottle with help</li> <li>Draw the insulin into the syringe being sure there are no air bubbles with help</li> <li>Check for the correct insulin dose with an adult</li> </ul>	<ul> <li>Understands need to achieve independence in injecting insulin</li> <li>Willingly works toward this goal by mastering each step in the process</li> <li>Student understands basic injection procedure</li> <li>Student learns to handle sharps without potentially hurting others or accidentally poking self and maintaining a clean needle</li> <li>Student understands insulin is in a breakable glass</li> </ul>	<ul> <li>Check blood sugar 2 hours after a bolus for high sugar reading</li> <li>Positive reinforcement and encouragement</li> <li>Student will benefit from rewards in meeting and maintaining milestones         <ul> <li>lunch at school with special guest,</li> <li>special event or activity</li> </ul> </li> <li>Allow the student to progress to self injections at their own rate and comfort</li> <li>This is a treatment and is not tied to behavior or it may be perceived as punitive</li> <li>Review recording documents with student as reinforcement</li> </ul>

PAGE 4



# **Diabetes Check List**

Name

Early Elementary	Ages 5-8 years		Grades K-2	
Date/Initial	Task/skill	Cognitive	Adult Guidelines	
	<ul> <li>Remove syringe from insulin bottle with help</li> <li>Select injection site using rotation of sites</li> <li>Clean skin with alcohol wipe or soap and water</li> <li>Insert needle in skin with help</li> <li>Push plunger to inject insulin with help</li> <li>Counts to 10 and remove syringe</li> <li>Puts syringe in sharps container</li> <li>Cleans up supplies</li> <li>Reports where shot was given and correct dose</li> </ul>	<ul> <li>Student should be in an area that is away from distraction to concentrate and maintain safe practices</li> <li>Student will master the skill of self injection and add new skills as able</li> <li>All doses of insulin are checked by an adult before administering</li> <li>All blood sugars, carbs and insulin doses are appropriately recorded</li> </ul>	Adult reinforces accuracy in insulin drawn up and reinforces all doses must be double checked	
	<ul> <li>Insulin Pen</li> <li>Place needle on pen with help</li> <li>Prime pen with help</li> <li>Shows the adult</li> <li>Dial in insulin dose with help</li> <li>Verify insulin dose with adult</li> <li>Select injection site using rotation of sites with help</li> <li>Inject needle in skin with help</li> <li>Push button on pen with help</li> <li>Count to 10 and remove pen</li> <li>Check that all insulin is given</li> <li>Take needle off pen with help</li> <li>Puts needle in sharps container</li> <li>Cleans up supplies</li> <li>Report where shot was given and correct dose to an adult</li> </ul>	Understands if using the Novopen Junior, if they over dial the dose, they must waste the insulin and start over. All other pens can be dialed back to correct dose	<ul> <li>Remind student that nurse must check pen at each step before insulin injected</li> <li>Explain that an adult must see the insulin dose before given</li> <li>Explain this is a safety net so that the wrong amount of insulin is not accidentally given</li> </ul>	
	<ul> <li>Insulin Pump</li> <li>Enters blood sugar and/or carbs into pump if pump calculates insulin dose with help</li> <li>Calculates amount of bolus based on blood sugar and/or carbohydrates with help</li> </ul>	Student understands need to accurately enter data into pump, correct data errors, verify and show all data to adult before administering	<ul> <li>Adult understands to check the blood sugar two hours after the pump insertion set is changed</li> <li>Adult understands to check blood sugar 2 hours after a correction dose is given</li> </ul>	

PAGE 5

**Early Elementary** 

### **Diabetes Check List**

Name

Ages 5-8 years

Grades K-2

	Date/Initial	Task/skill	Cognitive	Adult Guidelines
		<ul> <li>Enters the bolus amount in pump with help</li> <li>Asks adult to verify dose before administering insulin</li> <li>Administers insulin dose with help</li> </ul>		Adult verifies insulin dose before bolus is administered
Ketone Testing		<ul> <li>Recognizes at what blood sugar level to check for ketones</li> <li>Collects urine in container for ketone test</li> <li>Uses ketone strip to check urine</li> <li>Puts strip on a paper towel</li> <li>Compares results to the color chart</li> <li>Shows strip to adult to verify results</li> <li>Puts ketone strip in proper container to discard</li> <li>Accurately records results of test</li> <li>If checking blood ketones, refer to same skills as testing blood sugars/ blood ketones</li> </ul>	<ul> <li>Understands at what blood sugar level to check ketones</li> <li>Understands that any ketones in the urine are a concern and to report to an adult</li> <li>Understands that high ketones may result in limited physical activity</li> <li>Understands that any result other than negative may require follow up testing</li> <li>Understands it is important to increase the amount of sugar free fluid when the ketones are high-at least 8 ounces/hour</li> </ul>	<ul> <li>Positive reinforcement for doing the test</li> <li>Adult needs to monitor skills and occasionally re-verify accuracy and proper collection and disposal of urine</li> </ul>
Nutrition School lunches can be found on the LPS internet site with carbohydrate counts listed		<ul> <li>Student and family learn to use carb menus from cafeteria to calculate carbs for insulin dose at meals</li> <li>Student learns to identify food items and portion size as a snack</li> <li>Notifying adult when menu change is made, such as not eating all of meal or making substitutes</li> <li>Accurately tells adult what was eaten at meal</li> </ul>	<ul> <li>Student learns to add carbs</li> <li>Math is always verified by an adult</li> <li>Student verbalizes appropriate snacks and portions</li> <li>Student can identify free foods to eat when not taking insulin</li> </ul>	<ul> <li>Positive reinforcement for appropriate carb counting</li> <li>Allow many choices</li> <li>Encourage choosing healthy foods and learn to balance with carb foods of choice</li> <li>Help student obtain balance of healthy choices and favorite foods to prevent obesity and poor control and yet not be restrictive or punitive by withholding foods</li> </ul>
Recognizing low or high blood sugars		<ul> <li>Student can identify signs and symptoms of low blood sugar</li> <li>Student can identify signs and symptoms of high blood sugar</li> <li>Student reports to nearest adult when experiencing symptoms of low or high blood sugar</li> <li>Shows blood testing monitor to adult</li> <li>Student states what she/he needs to eat/drink</li> </ul>	<ul> <li>Record the individual students' symptoms of low blood sugar</li> <li>Record the individual students' symptoms of high blood sugar</li> <li>Understands to communicate possible change in blood sugar and need for blood testing</li> <li>Understands appropriate food/fluid/medical interventions</li> </ul>	<ul> <li>Positive reinforcement for seeking help</li> <li>Adult helps reinforce student identified appropriate signs and symptoms of low or high blood sugar and relate these to how the child felt</li> <li>Adults monitor supplies to assure necessary food and medical supplies are fresh, not expired and readily available to students</li> </ul>

#### Ages 5–8 years

PAGE 6

LINCOLN PUBLIC SCHOOLS



Name\_\_\_\_\_

#### **Early Elementary**

Date \_\_\_\_\_

#### Ages 5-8 years

Grades K-2

	Date/Initial	Task/skill	Cognitive	Adult Guidelines
afety Concerns		<ul> <li>Has emergency phone numbers available</li> <li>Student does not share diabetes equipment with friends</li> </ul>		<ul> <li>Parents keep emergency numbers current a the students' school</li> <li>Parents help remember the need to keep diabetes supplies at school</li> </ul>



### **Diabetes Check List**

Name \_\_\_\_\_

Upper Elementary		Ages	Grades 3-5	
	Date/Initial	Task/skill	Cognitive	Adult Guidelines
Medical Identification		U Wears Diabetes Identification	Understands need to be identified in an emergency situation as having diabetes	Reinforce the importance of wearing medical ID
<ul> <li>Testing Blood sugar/</li> <li>Blood Ketones</li> <li>Does not do own testing</li> <li>Needs help with testing</li> <li>Does testing independently</li> </ul>		<ul> <li>Wash hands</li> <li>Gathers blood testing supplies</li> <li>Set up supplies</li> <li>Choose site for testing</li> <li>Rotates sites for testing</li> <li>Tests own blood sugars</li> <li>Shows the results to an adult</li> <li>Records the results appropriately</li> <li>Puts testing supplies away</li> <li>Properly disposes of test strip and lancet</li> <li>Tells the adult if there is any blood spilled in testing area</li> </ul>	<ul> <li>Understands their parameters of high and low blood sugars</li> <li>Seeks adult assistance for appropriate intervention</li> <li>Understands the importance of rotating sites</li> <li>Understands the importance of cleaning the injection site before the shot</li> <li>Understands that any blood spilled on the table or supplies needs to be reported and properly cleaned up by an adult</li> </ul>	<ul> <li>May begin feeling that this is not fair-friends do not have to do this</li> <li>May begin to resent having to test in front of friends</li> <li>Provide for privacy as appropriate</li> <li>Regular communication between teachers, nurses and parents, can reduce the amount of time the student spends in the health office</li> <li>Always be aware of blood borne pathogen guidelines and safety</li> </ul>
<ul> <li>Insulin Injections</li> <li>Does not do own injection</li> <li>Needs help with injection</li> <li>Does injections independently</li> </ul>		<ul> <li>Washes hands</li> <li>Gathers supplies</li> <li>Syringes</li> <li>Looks at guidelines and will help determine how much insulin is needed with help</li> <li>Clean off insulin bottle with alcohol</li> <li>Remove syringe needle cap</li> <li>Put air in syringe equal to dose of insulin to be given</li> <li>Insert needle into insulin bottle</li> <li>Inject air in bottle</li> <li>Draw the insulin into the syringe being sure there are no air bubbles</li> <li>Check for the correct insulin dose with an adult</li> <li>Remove syringe from insulin bottle</li> <li>Select injection site using rotation of sites</li> <li>Clean skin with alcohol wipe or soap and water</li> </ul>	<ul> <li>Understands adults will check technique and verify doses occasionally, even after skills mastered</li> <li>Understands an adult must verify the dose BEFORE it is given</li> <li>Understands need to achieve independence in injecting insulin</li> <li>Understands the importance of cleaning the testing site</li> <li>Willingly works toward this goal by mastering each step in the process</li> <li>Student understands basic injection procedure</li> <li>Student learns to handle sharps without potentially hurting others or accidentally poking self and maintaining a clean needle</li> <li>Student understands insulin is in a breakable glass</li> </ul>	<ul> <li>Reinforce independence in meeting these skills increases freedom and social choices</li> <li>Students may become over confident in skills and begin to skip steps, fail to rotate sites for testing or shots</li> <li>Adults need to occasionally monitor techniques and provide positive reinforcement for acquired independence</li> </ul>
PAGE 8 Ages 8–1	11 vears			LINCOLN PUBLIC SCHOOL



### **Diabetes Check List**

Name

<b>Upper Elementary</b>		Ages	8-11 years	Grades 3-5	
Date	e/Initial	Task/skill	Cognitive	Adult Guidelines	
		<ul> <li>Insert needle in skin</li> <li>Push plunger to inject insulin</li> <li>Counts to 10 and remove syringe</li> <li>Puts syringe in sharps container</li> <li>Cleans up supplies</li> <li>Accurately documents where shot was given and correct dose</li> </ul>	<ul> <li>Student should be in an area that is away from distraction to concentrate and maintain safe practices</li> <li>Student will master the skill of self injection and add new skills as able</li> <li>All doses of insulin are checked by an adult before administering</li> <li>All blood sugars, carbohydrates and insulin doses are appropriately recorded</li> <li>Understands an adult must verify the dose BEFORE it is given</li> </ul>		
		<ul> <li>Insulin Pen</li> <li>Place needle on pen with help</li> <li>Prime pen</li> <li>Shows the adult</li> <li>Dial in insulin dose</li> <li>Verify insulin dose with adult</li> <li>Select injection site using rotation of sites</li> <li>Inject needle in skin</li> <li>Push button on pen</li> <li>Count to 10 and remove pen</li> <li>Check that all insulin is given</li> <li>Take needle off pen</li> <li>Puts needle in sharps container</li> <li>Cleans up supplies</li> <li>Document where shot was given and correct dose</li> </ul>	Understands if using the Novopen Junior, if they over dial the dose, they must waste the insulin and start over. All other pens can be dialed back to correct dose		
		<ul> <li>Pump</li> <li>Enters blood sugar and/or carbs into pump if pump calculates insulin dose</li> <li>Calculates amount of bolus based on blood sugar and/or carbohydrates</li> <li>Enters the bolus amount in pump</li> <li>Asks adult to verify dose before administering insulin</li> <li>Reports any alarms from the pump to an adult</li> </ul>	<ul> <li>Understands an adult must verify the dose BEFORE it is given</li> <li>Begins to trouble shoot alarms and discuss solutions</li> <li>Able to replace battery with assistance</li> <li>Student understands need to accurately enter data into pump, correct data errors, verify and show all data to adult before administering</li> </ul>	Adult understands to check the blood sugar two hours after the pump insertion set is changed	
PAGE 9 Ages 8–11 yea		Corrects the alarms		LINCOLN PUBLIC SCHOOLS	

### **Diabetes Check List**

Name \_\_\_\_\_

#### Ages 8-11 years

<b>Upper Elementa</b>	ary	Ages	8-11 years	Grades 3-5
	Date/Initial	Task/skill	Cognitive	Adult Guidelines
Ketone Testing		<ul> <li>Independently tests for ketones when blood sugar &gt;240mg or feels sick</li> <li>Compare ketone strip to color chart</li> <li>Shows adults the results</li> <li>Records results</li> <li>If checking blood ketones, refer to same skills as testing blood sugars/ blood ketones</li> </ul>	<ul> <li>Understands positive ketone results may alter activity and require intervention</li> <li>Helps to problem solve why there may be ketones</li> <li>Understands that any result other than negative may require follow up testing</li> <li>Understands the need to increase fluid</li> <li>Student understands they may need more insulin</li> </ul>	Student may forget to check blood sugar before using the bathroom
Nutrition School lunches can be found on the LPS internet site with carbohydrate counts listed		<ul> <li>Uses carb menu to choose meals and add carbs to calculate insulin dose</li> <li>Reports any changes in food choices</li> </ul>	<ul> <li>Student begins to plan insulin dose and food intake for events as well as daily routines</li> <li>Understands adult will monitor and check carb counts and insulin doses</li> </ul>	<ul> <li>Student will want to begin making choices with friends that may not always be low carb or nutritious</li> <li>Support the student by helping to make insulin adjustments for occasional high carb choice</li> <li>Reinforce positive choice to seek adult assistance in making food choices or adjustment to management</li> <li>Always support student's willingness to report carbohydrate intake in a non-punitive way</li> <li>Trust and communication are always essential in accurate management in balancing insulin to carb intake</li> <li>Any judgment or perceived disapproval only leads to distrust, inaccurate reporting and broken lines of communication</li> </ul>
Recognizing low or high blood sugars		<ul> <li>Student can identify signs and symptoms of low blood sugar</li> <li>Student can identify signs and symptoms of high blood sugar</li> <li>Student reports that blood sugar is low or high based on guidelines from parents</li> <li>Shows blood testing monitor to adult</li> <li>Student states what she/he needs to eat/drink</li> </ul>	<ul> <li>Record the individual students' symptoms of low blood sugar</li> <li>Record the individual students' symptoms of high blood sugar</li> <li>Understands to communicate possible change in blood sugar and need for blood testing</li> <li>Understands appropriate food/fluid/ medical interventions</li> </ul>	<ul> <li>Positive reinforcement for seeking help</li> <li>Adult helps reinforce student identified appropriate signs and symptoms of low or high blood sugar and relate these to how the child felt</li> <li>Adults monitor supplies to assure necessary food and medical supplies are fresh, not expired and readily available to students</li> </ul>



Date

# **Diabetes Check List**

Name \_\_\_\_\_

#### Ages 8-11 years

Middle School

### Diabetes Check List Ages 11-14 years

Name \_\_\_\_\_

Grades 6-8

The tasks/skills for daily management should be managed by the child independently with full support of the adult safety net.

The student should be able to manage all aspects of blood sugar testing, trouble shooting, insulin injections, pump care, etc. with adult support.

Positive adolescent/adult communication regarding management of daily cares support the middle school student to gain independence.

	Date/Initial	Task/skill	Cognitive	Adult Guidelines
Medical Identification		U Wears Diabetes Identification	Understands need to be identified in an emergency situation as having diabetes	<ul> <li>Reinforce the importance of wearing medical ID</li> <li>It is not a choice to wear medical ID, but they can choose style of ID</li> </ul>
<ul> <li>Testing Blood sugar/ Blood Ketones</li> <li>Does not do own testing</li> <li>Needs help with testing</li> <li>Does testing independently</li> </ul>		<ul> <li>Reports results to adult per guidelines from parents/nurse</li> <li>May test with nurse or in classroom based on guidelines developed by school and parent</li> <li>Verbalizes their parameters of high or low blood sugar</li> <li>Keeps written records of their blood sugars</li> <li>Tells the adult if there is blood spilled in testing area</li> <li>Seeks supplies to properly clean testing area if blood spill occurs</li> </ul>	<ul> <li>Understands the importance of cleaning the testing site</li> <li>Understands their parameters of high and low blood sugars</li> <li>Understands when to seek assistance from adults</li> <li>Understands the importance of rotating sites</li> <li>Involved in decision to test blood sugar in class or in health office</li> <li>Begins to understand the importance of written records of their blood sugars, insulin and carbohydrates eaten to help them with pattern adjustment</li> <li>Understands there will be changes if the agreed on guidelines are not followed such as not properly disposing of lancets or blood</li> <li>Recognize the need to occasionally revisit previously learned tasks/skills</li> <li>Understands that any blood spilled on the table or supplies needs to be reported and properly cleaner up by themselves or an adult</li> </ul>	<ul> <li>Adolescents are very aware of feeling different</li> <li>At this age, adolescents are feeling a need for greater independence</li> <li>Foster the idea that adults at home and school are safety nets and the adolescent is beginning to take on the responsibility of managing their diabetes</li> <li>Take student's feelings into account when deciding where they will test their blood sugars</li> <li>Guidelines may need to be established with all parties regarding where to test blood sugars and when to report to an adult</li> <li>Student may become over confident in their skills and begin to skip steps, fail to rotate sites</li> <li>Adults will occasionally check skills ad blood glucose meter</li> <li>Always be aware of blood born pathogen guidelines and safety</li> </ul>
<ul> <li>Insulin Injections</li> <li>Does not do own injection</li> </ul>		Syringes/pens Determines correct insulin dose based on carbs and blood sugar	Understands adults will check technique and verify doses occasionally, even after skills mastered	Reinforce independence in meeting these skills increases freedom and social choices

### **Diabetes Check List**

Name \_\_\_\_\_

Middle School		Ages 1	1-14 years	Grades 6-8
	Date/Initial	Task/skill	Cognitive	Adult Guidelines
<ul> <li>Needs help with injection</li> <li>Does injections independently</li> <li>Able to perform tests based on previous tasks/skills list</li> </ul>		<ul> <li>Able to dispose of insulin needles appropriately</li> <li>Uses appropriate site rotation</li> <li>Cleans up supplies</li> <li>Understands the importance of keeping written records of the amount of insulin taken to help them with pattern management and insulin adjustment</li> </ul>	<ul> <li>Students should recognize that using the same injection site may change the appearance of the skin and may prevent absorption of the insulin</li> <li>Understands if using the Novopen Junior, if they over dial the dose, they must waste the insulin and start over. All other pens can be dialed back to correct dose</li> </ul>	<ul> <li>Students may become over confident in skills and begin to skip steps, fail to rotate sites for testing or shots</li> <li>Adults need to occasionally monitor techniques and provide positive reinforcement for acquired independence</li> <li>Adults should recognize body image issues and the student may be embarrassed to inject in front of others</li> </ul>
		<ul> <li>Insulin Pump</li> <li>Enters blood sugar and/or carbs into pump if pump calculates insulin dose</li> <li>Calculates amount of bolus based on blood sugar and/or carbohydrates</li> <li>Corrects alarms</li> <li>Seeks assistance from an adult if they can not correct the alarm</li> <li>Re-inserts pump infusion set if needed</li> <li>Uses different insertion sites</li> <li>Rechecks blood sugar within 2 hours after reconnecting</li> <li>Reports to an adult anytime a site is changed</li> </ul>	<ul> <li>Understands that if an alarm needs to be corrected or if the pump is reinserted, the student must retest blood sugars within 2 hours to ensure the pump is working properly again</li> <li>Understands that insertion sites need to be rotated to prevent unsightly areas from overuse</li> </ul>	Adult will monitor that the student does recheck a blood sugar two hours after a site is changed or an alarm is corrected
Ketone Testing		<ul> <li>Independently tests for ketones when blood sugar &gt;240mg or feels sick</li> <li>If checking blood ketones, refer to same skills as testing blood sugars/ blood ketones</li> </ul>	<ul> <li>Understands that positive ketone results need to be reported to an adult</li> <li>Helps to problem solve why there are ketones</li> <li>Student understands they may need to increase fluids and may need more insulin</li> </ul>	<ul> <li>Reinforce that testing ketones when blood sugar is above parameters is necessary to determine treatment</li> <li>Students do not always understand how important testing ketones are to their health</li> <li>Understands that positive ketones or if the student feels ill may require the student go home with an adult and contact their doctor</li> </ul>
NutritionSchool lunches canbe found on the LPSinternet site withcarbohydrate countslistedPAGE 13Ages 11-	-14 years	<ul> <li>Uses carb menu to choose meals and add carbs to calculate insulin dose</li> <li>Reports any changes in food choices especially if insulin was given based on a predetermined carbohydrate choices</li> </ul>	<ul> <li>Student begins to plan insulin dose and food intake for events as well as school/ class parties as well as daily routines</li> <li>Understands adult will monitor and check carb counts and insulin doses</li> </ul>	<ul> <li>Support the student by helping them make insulin adjustments for occasional high carb choice</li> <li>LINCOLN PUBLIC SCHOOLS</li> </ul>

Middle School

## **Diabetes Check List**

Name\_\_\_\_\_

### Ages 11-14 years

Grades 6-8

1	Date/Initial	Task/skill	Cognitive	Adult Guidelines
		Begins to plan ahead for school/class parties/special events		<ul> <li>Reinforce positive choice to seek adult assistance in making food choices or adjustment to management</li> <li>Always support student's willingness to report carbohydrate intake in a non-punitive way</li> <li>Trust and communication are always essential in accurate management in balancing insulin to carb intake</li> <li>Any judgment or perceived disapproval only leads to distrust, inaccurate reporting and broken lines of communication</li> <li>Adult will monitor carb counts and insulin dose based on guidelines developed by students and parents</li> <li>Student may begin making choices with friends that may not always be low carb or nutritious</li> </ul>
High and Low Blood Sugar		<ul> <li>Student can identify signs and symptoms of low blood sugar</li> <li>Student can identify signs and symptoms of high blood sugar</li> <li>Student reports that blood sugar is low or high based on recognized symptoms</li> <li>Shows blood testing monitor to adult if requested</li> <li>Student states what she/he needs to eat/drink to treat a high or low blood sugar</li> </ul>	<ul> <li>Understands to communicate possible change in blood sugar and need for blood testing</li> <li>Understands appropriate food/fluid/ medical interventions</li> <li>Understands to communicate to parents the need for more snacks and supplies for treating low blood sugars at school</li> </ul>	<ul> <li>Positive reinforcement for seeking help</li> <li>Adult helps reinforce signs and symptoms of low or high blood sugar and relate these to how the student feels</li> <li>Adults monitor supplies to assure necessary food and medical supplies are fresh, not expired and readily available to students</li> </ul>
Safety Planning		<ul> <li>Has emergency phone numbers available</li> <li>Begins to accept responsibility for supplies, letting parents know they need refills, assessing written records that include blood sugar, carbohydrate counts and insulin given and participates in medical</li> </ul>	<ul> <li>Begins to recognize that alcohol/drugs/ cigarettes have an adverse affect on their diabetes management</li> <li>Begins to communicate with peers and adults that they have the diagnosis of diabetes and what their needs for safety will be, such as keep food/glucose with them, be able to check blood sugars as</li> </ul>	<ul> <li>Parents keep emergency numbers current at the students' school</li> <li>Adult is realistic about the challenges students face regarding peer pressure and alcohol/drugs and cigarettes</li> </ul>
PAGE 14 Ages 11–14	4 years	management	needed, eating meals on a schedule, etc	LINCOLN PUBLIC SCHOOLS

# **Diabetes Check List**

Name \_\_\_\_\_

#### Middle School

Ages 11-14 years

Grades 6-8

What where school		Ages	Graues 0-0			
Date/Initial		Task/skill	Cognitive	Adult Guidelines		
	Date/Initial	Task/skill Student does not share diabetes equipment with friends	<ul> <li>Cognitive</li> <li>Begins to determine who to tell they have diabetes</li> <li>Begins to understand that others must know their diagnosis in order to receive appropriate medical care, if needed</li> </ul>	<ul> <li>Adult Guidelines</li> <li>Adult begins to talk with the student about what affect alcohol/drugs/cigarettes have on their diabetes management and the risk of developing complications</li> <li>Adults respect privacy and support student in determining who needs to know about their diagnosis for safety planning</li> </ul>		
PAGE 15 <b>A Ges 11</b>	_14 vears					



### **Diabetes Check List**

Name

#### **High School**

Grades 9-12

Diabetes is a life long learning process. Independence as an adult is not the end—it is the beginning of a process of continually learning new information, techniques and interventions.

Ages 14-18 years

It is preparing for a relationship of interdependence with their health care provider and within their personal relationships as they accept responsibility for their disease management and the outcomes from their choices.

	Date/Initial	Task/skill	Cognitive	Adult Guidelines	
Medical Identification		U Wears Diabetes Identification	Understands need to be identified in an emergency situation as having diabetes	<ul> <li>Reinforce the importance of wearing medical ID</li> <li>It is not a choice to wear medical ID, but they can choose style of ID</li> </ul>	
<ul> <li>Blood Ketones</li> <li>Does not do own testing</li> <li>Needs help with testing</li> <li>Does testing independently</li> <li>Able to perform tests based on previous tasks/skills list</li> <li>Insulin Injections</li> <li>Does not do own injection</li> <li>Needs help with injections</li> <li>Does injections independently</li> <li>Able to perform tests based on previous tasks/skills list</li> <li>Syringes/pens</li> <li>Does injections independently</li> <li>Able to perform tests based on previous tasks/skills list</li> <li>Syringes/pens</li> <li>Does not do own injection</li> <li>Needs help with injections</li> <li>Meeds help with injection and the perform tests based on previous tasks/skills list</li> <li>Meeds help with injection and the perform tests based on previous tasks/skills list</li> <li>Meeds help with injection and the perform tests based on previous tasks/skills list</li> <li>Meeds help with injection and the perform tests based on previous tasks/skills list</li> <li>Meeds help with injection and the perform tests based on previous tasks/skills list</li> <li>Meeds help with injection and the perform tests based on previous tasks/skills list</li> <li>Meeds help with injection and the perform tests based on previous tasks/skills list</li> <li>Meeds help with injection and the perform tests based on previous tasks/skills list</li> <li>Meeds help with injection and the perform tests based on previous tasks/skills list</li> <li>Meeds help with injection and the perform tests based on previous tasks/skills list</li> <li>Meeds help with injection and the perform tests based on previous tasks/skills list</li> </ul>		<ul> <li>sugar tests to help them with pattern management and insulin adjustment</li> <li>Tells the adult if there is blood spilled in testing area</li> <li>Seeks supplies to properly clean area if blood spill occurs</li> <li>Verbalizes their parameters of high or</li> </ul>	<ul> <li>Understands that even as a fully independent adult their medical management team will continue to occasionally check written records and technique</li> <li>Understand the importance of written records of their blood sugars, insulin and carbohydrates eaten to help them with pattern adjustment</li> <li>Understands that any blood spilled on the table or supplies needs to be reported and properly cleaned</li> </ul>	<ul> <li>Routine testing is a life long safety net assuring quality management</li> <li>Always be aware of blood born pathogen guidelines and safety</li> </ul>	
		<ul> <li>Understands that even as a full independent adult, the medical management team will continue to occasionally check written records and technique</li> <li>Understand they may occasionally experience unanticipated results of their diabetes management</li> <li>Recognize that results of choices or circumstances may be beyond their control, even if they do everything they can to maintain near normal blood sugars</li> <li>Seeks the help of an adult for support and guidance</li> </ul>	<ul> <li>Taking insulin appropriately is a life long safety net assuring quality management</li> <li>Reinforce independence in meeting these skills</li> <li>Student may become over confident in skills and begin to skip steps, fail to rotate sites for testing or shots</li> <li>Adults need to occasionally monitor techniques and provide positive reinforcement for acquired independence</li> <li>Adult needs to understand the students need for increased independence</li> <li>The adult still must provide some guidance</li> </ul>		



Date

# **Diabetes Check List**

Name

High School		Ages 1	Grades 9-12	
	Date/Initial	Task/skill	Cognitive	Adult Guidelines
			□ Understands if using the Novopen Junior, if they over dial the dose, they must waste the insulin and start over. All other pens can be dialed back to correct the dose	<ul> <li>Be open to discussing multi-solutions to problems even if they differ from what the adult would do</li> <li>Be supportive of the child as they work to solve diabetes problems</li> </ul>
		<ul> <li>Insulin Pump</li> <li>Enters blood sugar and/or carbohydrates into pump if pump calculates insulin dose</li> <li>Calculates amount of bolus based on blood sugar and/or carbohydrates</li> <li>Corrects alarms</li> <li>Seeks assistance from an adult if they can not correct the alarm</li> <li>Re-inserts pump infusion set if needed</li> <li>Uses different insertion sites</li> <li>Rechecks blood sugar within 2 hours after reconnecting</li> <li>Can fully use all functions of the insulin pump</li> <li>Can change basal rates and fully program the pump</li> <li>Understands how to use different insertion sites</li> </ul>	<ul> <li>Understands that if an alarm needs to be corrected of if the pump is reinserted, the student must retest blood sugars within 2 hours to ensure pump is working properly again</li> <li>Understands that insertion sites need to be rotated to prevent unsightly areas from overuse</li> </ul>	Adult understands the student must check the blood sugar two hours after the pump insertion set is changed
Ketone Testing		<ul> <li>Independently tests for ketones when blood sugar &gt;240mg or feels sick</li> <li>If checking blood ketones, refer to same skills as testing blood sugars/ blood ketones</li> </ul>	<ul> <li>Understands that positive ketone results need to be reported to an adult</li> <li>Helps to problem solve why there are ketones</li> <li>Understands they need to increase fluids and may need more insulin</li> </ul>	<ul> <li>Reinforce that testing ketones when blood sugar is above parameters is necessary to determine treatment</li> <li>Students do not always understand how important this step is</li> </ul>
Nutrition School lunches can be found on the LPS internet site with carbohydrate counts listed		<ul> <li>Able to make appropriate meal planning choices</li> <li>Student can use carb menu to choose meals and add carbs to calculate insulin dose</li> </ul>	<ul> <li>Student plans insulin dose and food intake for events as well as daily routines</li> <li>Understands adult will monitor and check carb counts and insulin doses, if necessary or until student demonstrates independence</li> </ul>	<ul> <li>Student will begin making choices with friends that may not always be low carb or nutritious</li> <li>Support the student by helping them make insulin adjustments for occasional high carb choice</li> </ul>
PAGE 17 Ages 14-	18 years	,		LINCOLN PUBLIC SCHOOLS

Name\_\_\_\_\_

### Ages 14-18 years

High School		Ages 1	Grades 9-12	
	Date/Initial	Task/skill	Cognitive	Adult Guidelines
		<ul> <li>Student will report any changes in food choices</li> <li>Shows blood testing monitor to adult if requested</li> </ul>		<ul> <li>Reinforce positive choice to seek adult assistance in making food choices or adjustment to management</li> <li>Always support student's willingness to report carbohydrate intake in a non-punitive way</li> <li>Trust and communication are always essential in accurate management in balancing insulin to carb intake</li> <li>Any judgment or perceived disapproval only leads to distrust, inaccurate reporting and broken lines of communication</li> </ul>
High and Low Blood Sugar		<ul> <li>Student can identify signs and symptoms of low blood sugar</li> <li>Student can identify signs and symptoms of high blood sugar</li> <li>Student states what she/he needs to eat/drink</li> </ul>	<ul> <li>Understands to communicate possible change in blood sugar and need for blood testing</li> <li>Understands appropriate food/fluid/ medical interventions</li> </ul>	<ul> <li>Positive reinforcement for seeking help</li> <li>Adult helps reinforce signs and symptoms of low or high blood sugar and relate these to how the student feels</li> <li>Adults monitor supplies to assure necessary food and medical supplies are fresh, nor expired and readily available to students</li> </ul>
Safety Concerns		<ul> <li>Has emergency phone numbers available</li> <li>Accepts responsibility for supplies, letting parents know they need refills, assessing written records that include blood sugar, carbs eaten and insulin given and participates in medical management</li> <li>Student does not share diabetes equipment with friends</li> </ul>	<ul> <li>Communicates with peers and adults that they have the diagnosis of diabetes and what their needs for safety will be, such as keep food/glucose with them or close by, being able to check blood sugars as needed, eating meals on a schedule, etc.</li> <li>Determines who should be told they have diabetes</li> <li>Understands that others must know their diagnosis in order to receive appropriate medical care, if needed</li> <li>Understands that high and low blood sugars affect judgment and may impair driving ability</li> </ul>	<ul> <li>Support appropriate choices and reinforce choices</li> <li>Adult is realistic about the challenges students face regarding peer pressure and alcohol/drugs and cigarettes</li> <li>Adult begins to talk with the student about what affect alcohol/drugs/cigarettes have on their diabetes management and the risk of developing complications</li> <li>Adults need to be the safety net</li> <li>Parents keep emergency numbers current at the students' school</li> <li>Adult will support the student as they share with people around them that they have diabetes</li> <li>Adult will help the student to determine who they should share this information with</li> </ul>
PAGE 18 Ages 14-2	18 years			LINCOLN PUBLIC SCHOOLS

Date \_\_\_\_\_

Date		Diabetes Check List Ages 14-18 years		heck List	Name Grades 9-12	
High School Date/Initial	ears					
	Date/Initial	Task/skill Cognitive			Adult Guidelines	
	Date/Initial	Task/skill			Adult Guidelines         Support student in not driving if blood sugars are not within safe range         Place small sticker on drivers license identifying student as having diabetes, so appropriate care is offered in the event of ar emergency         Keep non-perishable glucose source in glove box of car	

