

Instructions for the Colorado Individualized Health Plan & Addendums

The Individualized Health Plan (IHP): Diabetes in School Setting and Addendums should be used in conjunction with the *Standards of Care for Diabetes Management in the School Setting – Colorado* and the individual student's orders from their Health Care Provider.

Purpose:

1. To provide clear and concise directions for individualized diabetes management.
2. Facilitate a safe process for the delegation of nursing care and support quality assurance of school health services.
3. As documentation for Special Education Nursing Services for Individualized Education Plan (IEP) and Section 504 plans.

Components of Individualized Health Plan: (choose appropriate plan for student/situation)

1. **Individualized Health Plan: Diabetes in School Setting** : This IHP should be used for all students in which school nurse/delegated Unlicensed Assistive Personnel (UAP) will provide diabetes management or assistance.
2. **Emergency Action Plan: Glucose Monitoring & Treatment Addendum:** to be used for all students with diabetes in managing hypoglycemia and hyperglycemia
3. **Insulin Injection & Medication Administration Addendum:** to be used as appropriate when school nurse/delegated UAPs will provide Insulin or medication management and/or assistance.
4. **Insulin Pump Addendum:** to be used as appropriate when school nurse/delegated UAPs will provide Insulin Pump management and/or assistance.
5. **Continuous Glucose Monitor (CGM) Addendum:** to be used as appropriate when school nurse/delegated UAPs will CGM management and/or assistance.
6. **Diabetes Management Supplies Addendum:** to be used as needed for provision of diabetes management supplies.

Additional Care Plans to be used as appropriate and needed include:

1. **Classroom Daily Care Plan:** For Classroom Teachers and School staff, student requires care or assistance.
2. **Student Plan Independent Management:** For Classroom Teachers & School Staff – student is independent.
3. **Transportation Care Plan:** For bus drivers, bus aides
4. **Hypoglycemia/Hyperglycemia Flowchart:** For Classroom Teachers & School staff – use in conjunction with IHP, Classroom Daily Care Plan, Student Plan Independent Management.

Process:

1. School nurse completes *School Nurse Intake Form* and/or assessment.

2. School nurse completes appropriate IHP, Addendums and care plans as needed for the student/situation.
3. The school nurse should complete these forms in conjunction with the parent, based on the Health Care Provider's orders and the *Standards of Care for Diabetes Management in the School Setting – Colorado*.
4. The school nurse should also consult with school staff and teachers regarding snack/PE times, etc.
5. When the school nurse has completed the IHP, Addendums, care plans, the school nurse and parent should sign and date forms.
6. It is *not* necessary for the Health Care Provider to sign the IHP, Addendums, care plans as the IHP is based on current Health Care Provider Orders.
7. The IHPs and Addendums should be updated as needed based on changes to care.
8. The IHP and Addendums must be updated annually.
9. The school nurse should use the IHP, Addendums, and care plans for trainings and delegations.
10. The school nurse will notify parent/guardian(s) of staff trained and delegated.
11. The school nurse should disseminate the IHP, Addendums, and care plans to teachers & school staff as appropriate.
12. File in student health record at the end of the year or upon student withdrawal.