



**Florida Department of Health in Miami-Dade School Health Program
Roles and responsibilities: Diabetes**

Student: _____ **ID#** _____ **Grade:** _____ **DOB:** _____
Teacher(s): _____ **School Year** _____

Responsibilities and Agreements		
School	Family	Student
Medication and supplies kept: Clinic Main Office Classroom Student Book Bag Other: _____ Biohazard collection equipment (sharps, container, red bags, gloves) are kept in the clinic	Provides medication and supplies for school site Pick-up and replace any expired medication Med Name/Exp Date: _____ Med Name/Exp Date: _____	Report any signs/symptoms of hypo/hyperglycemia to school staff
UAP to administer medication(s) per MDCPS trainings (i.e., review action plan, recognize symptoms, and respond): _____ _____	Keep school staff informed of any changes in student condition, medication(s), and updated emergency contact information Any change in the medication regimen requires new medication authorization forms	Blood sugar testing, as per Diabetes Medical Management, if applicable, and contact parent/guardian with results
Blood sugar log kept in medication binder	Parent or designated adult, as noted on the emergency contact card, to respond to school when called	Carry diabetes medication and supplies, as directed by healthcare provider, if applicable
Parent/guardian to be called with low/high blood sugar results per Diabetes Medical Management Plan	If applicable, check if student is carrying diabetes supplies and medication, as directed by the healthcare provider	Wear a medical identification tag or jewelry
Administration to contact 911/parent/guardian in case of an emergency	Pick-up any unused medication at the end of the school year	Demonstrate competence in the use of medication and blood sugar testing equipment
Administration and/or security to direct EMS to the emergency		
CPR Certified Staff: _____ _____		
Security/Teacher to carry school two-way radio and/or have emergency intercom access		
Diabetes Management Plan to be available to "need to know" staff		
Assign staff to administer medication, carry supplies, and snacks during field trips, if applicable		

 Parent/Guardian Signature

 Principal/School Administration Designee

 School Nurse

 Date

 Date

 Date