



# SCHOOL BOARD OF POLK COUNTY

P.O. BOX 391  
BARTOW, FLORIDA 33831

(863) 534-0500

1915 SOUTH FLORAL AVENUE  
BARTOW, FLORIDA 33830

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Dear Parent/Guardian:

In order to ensure that all students, including students with diabetes, are provided a safe learning environment and are integrated into school activities, the School Board of Polk County has established a system-wide protocol for managing diabetes in Polk County Public Schools.

As the parent/guardian of a student with diabetes, your responsibilities include:

1. Notifying school clinic staff as soon as possible and completing and/or updating the Medical Information Form when your child is newly diagnosed or upon school entry.
2. Providing the school with the health care provider's written medical orders related to the student's diabetes management and any new medical orders or changes in the medical management that must be implemented at school. It is highly recommended that the parent/guardian work with the health care provider to complete a Diabetes Medical Management Plan (DMMP). An example of a DMMP that may be completed by your health care provider is included with this letter. The Polk County School Board does accept appropriately-completed orders from health care providers on forms other than the one provided (DMMP).
3. Participating in the development of the student health care/emergency plan.
4. Providing appropriately-labeled medications, equipment, supplies and carbohydrate snacks as prescribed by the health care provider.
5. Providing written authorization from the health care provider *and* the parent/guardian, and participating in the development of a Medication Contract when student is deemed to be independent in management of his or her diabetes, (*Students with diabetes are permitted to carry diabetes supplies on their person and attend to the management and care of their diabetes while in school, participating in school-sponsored activities or in transit to or from school if the school principal has been provided written parental and physician authorization.*)
6. Promoting student's self-sufficiency in management of their diabetes (as developmentally appropriate) including encouraging and educating student to:
  - Be aware of symptoms of high and low blood sugars
  - Learn to perform blood glucose testing and respond appropriately to results
  - Know how and when to tell an adult they may be having a diabetes-related problem
  - Wear a medical alert bracelet
  - Carry and administer own insulin by syringe, pen or pump as soon as able
  - Inform new staff and teachers of their emergency plan and health care needs

**Note: According to Polk County School Board policy, only licensed nurses may administer insulin or supervise the administration of insulin regardless of whether insulin is administered by syringe, pen, or pump. School nurses are not permitted to administer insulin without a current written order from a duly-licensed health care provider. According to the Florida Department of Health, school nurses may accept insulin orders only from authorized licensed practitioners in accordance with Florida Statutes. A current authorization form/diabetes medical management plan is required at the beginning of each school year and anytime a medication or dosage is changed.**

Thank you for your cooperation in our efforts to ensure a safe learning environment for students. If you have any questions or concerns, please check with your child's school or call a School Health Registered Nurse at Polk County School Health Services at 863-291-5355.

Diabetes – Parent Letter Rev. 6-2016