(Place patient label here if blank, or handwrite Name, DOB, & MRN)

Akron Children's

DIABETES MANAGEMENT PLAN FOR STUDENTS ON INSULIN PUMP

Student:	DOB:	Parent phone:
School:	Phone:	Fax/Email:

BLOOD GLUCOSE MONITORING

For continuous glucose monitoring (CGM) see continuous glucose monitoring orders

Check blood sugar if feeling low/high and/or:

Before: ☐ breakfast ☐ lunch ☐ snacks ☐ activity ☐ dismissal

Blood sugar should be greater than _____mg/dL before: ☐ gym ☐ recess ☐ sports practice ☐ walking home ☐ riding bus

FOR iLET PUMP USERS: The iLet Pump depends on input of blood sugars from CGM to function properly. Therefore, if the CGM is not working, manual blood sugars **must be entered into the pump when prompted.*

HYPOGLYCEMIA: ☐ **less than 70 mg/dL** ☐ **less than _____ mg/dL**

Give _____gms of fast acting carbohydrates (2-4 glucose tabs, 4 oz juice, glucose gel, etc) and recheck blood sugar in 15 minutes. Repeat as needed.

1. If low prior to meal: ☐ treat low first and administer insulin as instructed after low resolves
2. Notify parent

SEVERE HYPOGLYCEMIA (unconscious, unresponsive, seizure, unable to swallow EVEN if blood glucose is unknown).

1. Turn onto left side to prevent aspiration. Staff will use ONE form of available glucagon unless directed otherwise:
2. ADMINISTER GLUCAGON AND CALL 911
3. **Glucagon** **GVOKE** ☐ 0.5 mg ☐ 1 mg ☐ **Baqsimi** 3 mg nasally ☐ **Zegalogue** 0.6 mg ☐ may repeat in 15 minutes

HYPERGLYCEMIA: **Blood glucose > 250 mg/dL x 2 or more than 2 hours on CGM**

1. Check urine ketones and call parent/ guardian if moderate/ large
2. If it has been greater than _____hrs since the last bolus of insulin, the student may be given a bolus using the pump calculator instructions
3. Provide water and access to bathroom
4. Consider the possibility of pump failure (see below)

**Student should NOT be sent home unless there are moderate/large ketones with vomiting.*

INSULIN PUMP: ☐ **Medtronic** ☐ **Omnipod** ☐ **Tandem** ☐ **iLet** ☐ **Twist** **INSULIN:** Apidra/ Humalog (Lispro)/ Novolog (Aspart)/ Fiasp/ Lyumjev/ Admelog Injection

- Pump Settings are established by the student's health care provider and should not be changed by school staff.
- Insulin should be calculated and administered as instructed by the pump. iLet pump users need only to "announce" their meal in the pump.

Administer bolus/Announce meal ☐ before breakfast/lunch/snacks ☐ after breakfast/lunch/snacks ☐ Other_____

☐ Student may use activity/exercise mode as needed

PUMP FAILURE: IN THE EVENT OF PUMP/PUMP SITE FAILURE, **DISCONNECT THE PUMP AND CONTACT PARENT**

**Students on an insulin pump do not receive any long-acting insulin and therefore can go into diabetic ketoacidosis(DKA) faster than a student on injections.*

- Use pump calculator (if operational) to determine correction dose and then administer by INJECTION. After 2 hours administer correction according to the scale below.
- If the pump is not operational or student is on an iLet pump, check glucose every 2 hours and give correction by injection according to the following scale:

Carbohydrate Coverage	Correction for Meals or Hyperglycemia
Breakfast: ____unit(s) for every ____gms	If blood sugar >____ give ___units If blood sugar >____ give ___units
Lunch: ____unit(s) for every ____gms	If blood sugar >____ give ___units If blood sugar >____ give ___units
Snack: ____unit(s) for every ____gms	If blood sugar >____ give ___units If blood sugar >____ give ___units
Other: ____unit(s) for every ____gms	If blood sugar >____ give ___units If blood sugar >____ give ___units
	If blood sugar >____ give ___units If blood sugar >____ give ___units
	If blood sugar >____ give ___units If blood sugar >____ give ___units

*Parent authorized to increase or decrease insulin by ☐ 0.5 units ☐ 1 unit ☐ 2 units

Student's Care	**Nurse/ Trained Staff**	**Supervision**	**Student Independent**
Glucose Monitoring	☐	☐	☐
Carbohydrate/ Insulin Calculation	☐	☐	☐
Insulin Administration	☐	☐	☐

Student may carry ☐ **insulin** ☐ **glucose monitoring supplies** ☐ **treatment for hypoglycemia**

Printed Name of Parent/Guardian **Signature of Parent/Guardian** **Date** **Time**

To be completed by parent/guardian: I give permission for my child to receive medication at school according to the school district policy and as instructed by the Health Care Provider and agree to

- Assume responsibility for safe delivery of the medication in the original container to the school
- Notify the school immediately if there is any change in the use of this medication
- Notify the school of changes in Health Care Provider
- Allow designated school staff to send and/or receive information related to my child's health as they deem appropriate

This form is valid for School Year 2026-2027.

Printed Name of Provider Signature of Provider **Date** **Time**

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Rev. 4/24/26

* C A S E M G M T *

Case Management

Akron Children's

HIPAA AUTHORIZATION to RELEASE MEDICAL RECORDS (TO Children's)

Please PRINT and fill out entirely.

MRN

_____

Facility Use Only

Patient Information

Patient Name: _____
Last First Middle (any previous name) Date of Birth

_____
Patient Street Address City State Zip Phone

Release TO

Release Information TO Akron Children's Hospital

Choose one: ☐ Akron Campus ☐ Mahoning Valley Campus

Address: One Perkins Square, Akron, OH 44308 — 6505 Market Street, Youngstown, OH 44512

Name/Dept: Center for Diabetes & Endocrinology Attention: _____

(330) 543-3276 (330) 543-8489 Endocrine@akronchildrens.org
Phone Fax Email Address

Release FROM

Release FROM the following Person(s) or Organizations:

Name: /School _____ Phone

_____ _____ _____ _____
Street Address City State Zip Fax

Purpose

Person/Place requesting records (check all that apply):
☐ Patient/Parent/Legal Guardian ☐ Doctor/Hospital ☐Lawyer ☐ Insurance Company ☐ Other _____

Purpose of Release (check all that apply):
☒ Patient Care ☐ Disability ☐ Insurance ☒ School ☐ Legal ☐ Personal Use ☐ Other _____

Information to Release

Dates of Treatment Requested: _____

☐ **Medical Record Abstract** – pertinent information generally used for continued care/personal use/disability.
The following items are included in a Medical Record Abstract:
After Visit/Discharge Summary, Emergency Record
History & Physical, Inpatient Consult Report(s)
Operative Report(s), Outpatient Clinic Note(s)
Radiology Reports, Lab or Other Tests

Other Information Requested (choose any to release):
☐ Vaccination (shot) records
☐ Radiology Reports
☐ Radiology Images on disc
☐ Lab results (blood work)
☐ Pathology Report
☐ Billing Records
☐ Appointment list
☒ Demographics page

☐ **Doctor's Office Reports** (Doctor or Department Name) _____

☒ **Other**: (please list exact documents) Any Treatment by School Personnel

Patient/Parent/Legal Guardian

This authorization expires **one year** from the date of signature, OR on this date / event: _____

I understand that treatment does not depend on me signing this Authorization. I understand that my/my child's/my ward's medical record might have information about sexually transmitted disease (STDs), acquired immunodeficiency syndrome (AIDS), or human immunodeficiency virus (HIV). It might also have information about mental health problems or services, and/or treatment for alcohol or drug abuse. I understand that if I release records to someone other than a doctor, insurance company, hospital or other health-related organization, these records may no longer be protected by the Federal privacy regulations, and this person or organization might release the records to someone else, except as prohibited by 42 CFR Part 2 or other applicable law. I understand that I can revoke or cancel this Authorization at any time, but this does not apply to records that were already released. If I want to revoke it, I must notify the Privacy Officer, in writing, at Akron Children's Hospital, One Perkins Square, Akron, OH 44308.

By signing below, I affirm that I am the patient and/or the patient's personal representative, and have the authority to authorize who may access or receive the patient's health information.

Print for signature

_____ _____ _____ _____ _____
Signature of Patient or Parent/Legal Guardian **Printed Name** **Date**

My relationship to the patient is ☐ Self ☐ Parent ☐ Legal Guardian – Attach Court Order to show your authority to sign

_____ _____
Signature of Witness **Printed Name** **Date**

Akron Children's

HIPAA AUTHORIZATION to RELEASE MEDICAL RECORDS (FROM Children's)

Please PRINT and fill out entirely.

MRN

_____

Facility Use Only

Patient Information

Patient Name: _____
Last First Middle (any previous name) Date of Birth

_____
Patient Street Address City State Zip Phone

Release To

Release Information TO the following Person(s) or Organizations:

Name/Organization: _____ /School /School Attention: _____

_____
Address City State Zip

_____ _____ _____
Phone Fax Email Address

Purpose

Person/Place requesting records (check all that apply):
☒ Patient/Parent/Legal Guardian ☐ Doctor/Hospital ☐Lawyer ☐ Insurance Company ☐ Other _____

Purpose of Release (check all that apply):
☒ Patient Care ☐ Disability ☐ Insurance ☒ School ☐ Legal ☐ Personal Use ☐ Other _____

Method of Release

Format of records to be released:
☒ on paper ☒ PDF [on CD or Jump Drive (if available)] ☒ Verbal communication only with person or agency listed above

Information May Be Sent Via: (*Note: Radiology images can only be placed on CD and mailed or picked-up)*
☒ Mail Delivery ☒ Fax ☒ Pick Up ☒ Encrypted Email* ☒ to MyChart* (*electronic records only, size restrictions apply)

Information to Release

Dates of Treatment Requested: _____ (If not specified, the **LAST 6 MONTHS** will be released)

☒ **Medical Record Abstract** – pertinent information generally used for continued care/personal use/disability.
The following items are included in a Medical Record Abstract:
After Visit/Discharge Summary, Emergency Record
History & Physical, Inpatient Consult Report(s)
Operative Report(s), Radiology Reports,
Lab or Other Tests

Other Information Requested (choose any to release):
☐ Vaccination (shot) records
☐ Radiology Reports
☐ Radiology Images on disc
☐ Lab results (blood work)
☐ Pathology Report
☐ ACHP Records (specify ACHP): _____
☐ Billing Records
☐ Appointment list
☒ Demographics page

☒ **Doctor's Office Reports** (Doctor or Department Name) Center for Diabetes & Endocrinology

☒ **Other**: (please list exact documents) AVS, School Form, Current Orders _____

Patient/Parent/Legal Guardian

This authorization expires **one year** from the date of signature, OR on this date / event: _____

I understand that treatment does not depend on me signing this Authorization. I understand that my/my child's/my ward's medical record might have information about sexually transmitted disease (STDs), acquired immunodeficiency syndrome (AIDS), or human immunodeficiency virus (HIV). It might also have information about mental health problems or services, and/or treatment for alcohol or drug abuse. I understand that if I release records to someone other than a doctor, insurance company, hospital or other health-related organization, these records may no longer be protected by the Federal privacy regulations, and this person or organization might release the records to someone else, except as prohibited by 42 CFR Part 2 or other applicable law. I understand that I can revoke or cancel this Authorization at any time, but this does not apply to records that were already released. If I want to revoke it, I must notify the Privacy Officer, in writing, at Akron Children's Hospital, One Perkins Square, Akron, OH 44308.

By signing below, I affirm that I am the patient and/or the patient's personal representative, and have the authority to authorize who may access or receive the patient's health information.

_____ _____
Signature of Patient or Parent/Legal Guardian **Printed Name** **Date**

My relationship to the patient is ☐ Self ☐ Parent ☐ Legal Guardian – Attach Court Order to show your authority to sign

_____ _____
Signature of Witness **Printed Name** **Date**

Submit

Submit **completed form** AND a **copy of a valid Photo ID (if a current one is not on file with us)** to:

Mail form to:	**Fax** form to:		**Questions? Call**:
Akron Children's Hospital ENDOCRINOLOGY One Perkins Square Akron, OH 44308	330-543-8489		330-543-3276

Rev. 7/2019