

This checklist to be completed by:  
Program Staff.

## Care Plan Checklist for Diabetes

**Early Learning or Child Care Program Staff:** Many care plans do not meet WAC requirements for early learning or child care programs. All items in this checklist are required for a care plan to be compliant with WACs 110-300-0215 and 110-300-0300.

**Child's name:** \_\_\_\_\_

**Child's date of birth:** \_\_\_\_\_

### Important Information for Program Staff

- Unless otherwise indicated, the care plan is valid for 1 year from the licensed healthcare provider's signature date on the care plan. However, a new care plan will be needed if there are changes to the child's health condition or medication(s).
- Children's health records must be updated annually, including care plan documentation.
- Let your licensor know you have a child with special health care needs enrolled.
- If you need to call emergency medical services (911), you must notify DCYF within 24 hours.

### Care Plan Checklist

- Review the child's care plan. It must include the following items before the child attends or resumes care:**
  - Child's first and last name
  - Child's date of birth
  - Child's medical diagnosis, if known
  - Description of triggers and/or symptoms of the medical condition
  - If medication is prescribed:
    - List of emergency and daily medication(s)
    - When to give the medication(s), in response to specific symptoms or at specific times
    - How to give the medication (for example: by mouth [oral], on skin [topical], etc.)
    - How much medication to give (dose)
    - Possible side effects of the medication(s)
    - Medication expiration date
  - Emergency response plans. For example: when to call the parent or guardian, emergency medical services (911), and emergency contacts
  - Environmental, activity, or behavioral modifications or accommodations to help care for the child, if needed
  - A care schedule if the child requires routine or daily interventions, or services provided by visiting health professionals

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- Parent or guardian consent for program staff to follow the care plan
- Parent or guardian training to program staff about medication administration, special equipment or supplies, and medical procedures listed in the child's care plan is documented
- Contact information for the child's healthcare provider and other visiting health professionals
- Licensed healthcare provider's signature and date
  
- In addition to WAC requirements, a diabetes care plan should include the following information:**
  - Target blood sugar (glucose) range
  - Specific times or circumstances (for example: before eating, after exercise) for testing blood sugar (glucose)
  - Name(s) of insulin prescribed
  - How insulin is given (for example: pump, daily injections, or fixed doses)
  - How much insulin to give, based on the child's blood sugar (glucose) levels or amount of food eaten (such as carb counting)
  - When to notify the parent or guardian
  - Specific food and diet recommendations to help manage the child's blood sugar (glucose) levels, including those for parties and other special occasions celebrated at the child care program
  - Special considerations for exercise and field trips
  - If applicable, a plan for how child care program staff will manage a child's continuous blood sugar (glucose) monitoring equipment. Consider the following:
    - How to use a continuous glucose monitor and pump
    - Who is responsible for reading the glucose levels and administering insulin doses
    - Equipment storage requirements
  - Location where the following supplies are kept at the child care program:
    - Blood sugar (glucose) testing supplies: \_\_\_\_\_
    - Insulin administration supplies: \_\_\_\_\_
    - Emergency glucagon: \_\_\_\_\_
    - Snacks for low blood sugar (hypoglycemia): \_\_\_\_\_
  - Plans for emergency situations:
    - Symptoms of low blood sugar (hypoglycemia) and how to respond
    - Symptoms of high blood sugar (hyperglycemia) and how to respond
    - What to do in response to an equipment failure
  - Preferred hospital in case of an emergency
  
- Look at the medication(s) the child has been prescribed. Make sure each medication is labeled with or has the following:**
  - The original packaging
  - The child's first and last name (can write directly on medication container)
  - Date the medication prescription was filled, if prescribed
  - Name and contact information of the prescribing healthcare provider
  - Medication expiration date

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- How much medication to give (dose)
- How to give the medication (for example: by mouth [oral], on skin [topical], etc.)
- A measuring device that matches the amount medication to give (dose). For example: the medication label says to give 5mL of medication, so the measuring cup or syringe should have a marker for 5mL.
- Storage instructions (for example: refrigerate; keep away from light, etc.)
- A Medication Log (or Controlled Substance Medication Log)
  
- A 3-Day Critical Medication Authorization Form is also required if the child is on a medication that they take at home that is life-sustaining.** If this is the case, ensure this form is attached to the child's care plan and that it includes:
  - The child's first and last name
  - The child's date of birth
  - Medical reason for the medication
  - When to give the medication(s), in response to specific symptoms or at specific times
  - How to give the medication (for example: by mouth [oral], on skin [topical], etc.)
  - How much medication to give (dose)
  - Possible side effects of the medication(s)
  - Medication expiration date
  - Licensed healthcare provider's signature
  - Parent or guardian consent for program staff to administer the medication to the child, as ordered
  
- Medication Storage Requirements:**
  - Medication must be stored in a way that is inaccessible to children.
  - Controlled substances must be stored in a locked container or cabinet.
  - External medication (applied on skin) is stored separately from internal medication (injected or taken by mouth).
  
- The child's care plan is stored in the child's health record.**
  
- A copy of the child's care plan and the emergency medication(s) are stored together and easily accessible to program staff in the child's classroom.**