



Parent Resource: Diabetes Care for Students in DOE Public Schools

The New York City Department of Education (DOE) and Office of School Health (OSH) provide diabetes care to DOE students with diabetes.

Parents with questions about this summary may contact their school's 504 Coordinator. Details about the DOE 504 accommodation process are explained in:

504 Accommodations:

- Student & Family Guide:
<https://www.schools.nyc.gov/docs/default-source/default-document-library/504-accommodations-student-and-family-guide>
- Chancellor's Regulation A-710:
<https://www.schools.nyc.gov/docs/default-source/default-document-library/a-710>.

Diabetes Legal Settlement

In the 2022-2023 school year, DOE resolved a lawsuit to improve diabetes services for students with Type 1 or Type 2 diabetes in DOE public schools. Visit <https://www.schools.nyc.gov/school-life/health-and-wellness/staying-healthy/diabetes> for more information about the case, M.F., et al. v. New York City Department of Education, et al., Civil No. 18-CV-6109. The settlement agreement is expected to last until August 15, 2026.

This information is for all students and parents of students with diabetes in need of diabetes-related care in DOE schools. This summary and the settlement agreement do not apply to students who are attending charter schools, private schools, or pre-school programs.

How do I request diabetes care for my child while they are in school?

Submit all 3 of these forms as follows:

To the school nurse/medical professional in your child's school building:

- 1 Diabetes Medication Administration Form (DMAF) completed by your child's health care provider

To your school's 504 Coordinator:

- 2 Request for Health Services/ Section 504 Accommodations Parent Form with HIPAA Authorization (completed by you); and
- 3 Medical Accommodations Request Form completed by your child's health care provider.

All forms can be found on the DOE Health Services (<https://www.schools.nyc.gov/school-life/health-and-wellness/health-services>) and 504 Accommodations (<https://www.schools.nyc.gov/school-life/health-and-wellness/504-accommodations>) webpages.

You may also ask your school's 504 Coordinator for the forms.

Who will help me?

- The school's principal and trained 504 Coordinator are here to help you. Their names, email addresses, and the school telephone number are listed on the school's Find a School webpage at: <https://schoolsearch.schools.nyc/>.
- The school nurse, OSH Health Director (<https://auth-infohub.nyced.org/docs/default-source/default-document-library/health-director-contacts.pdf>) and
- The Section 504 Program Manager (212-287-0354, 504Questions@schools.nyc.gov), can also help you.

Where will my child's diabetes care plan be documented?

Your child's diabetes care plan will be in your child's **DMAF** and their **Diabetes 504 Plan**. The Diabetes 504 Plan is created by the 504 Team, which includes you and school staff who are knowledgeable about your child.

DMAF: The Diabetes Medication Administration Form (DMAF) is a medication order form that lays out your child's diabetes-related medical needs, such as when to treat hypo- and hyperglycemia, how to dose insulin, and when to administer glucagon. It is completed by your child's health care provider (such as a doctor or nurse practitioner or physician assistant), signed by you, and reviewed by OSH. Your child's provider designates your child as either Nurse-Dependent, Supervised (by paraprofessional or trained school staff), or Independent for blood glucose monitoring and/or medication administration (excluding glucagon). Only the school nurse, parent/parent designee, and/or the student if they are Independent, are permitted to administer insulin while attending school or DOE programs and activities.

Diabetes 504 Plan: 504 Teams must use the DOE Diabetes 504 Plan template available at <https://www.schools.nyc.gov/school-life/health-and-wellness/staying-healthy/diabetes>.

The Plan will be completed and approved at the end of the 504 Team meeting, when possible, and reviewed and renewed before the end of each school year, or more often if necessary.

The Diabetes 504 Plan describes the diabetes health services and accommodations your child will receive based on their individual needs in order to safely attend school and DOE programs and activities. For example:

- Training of school staff on diabetes-related care.
- Monitoring of blood glucose levels and response to low or high blood glucose levels (for example, by a paraprofessional or other trained school staff in the student's classroom).
- Diabetes care by trained school staff during field trips and other school-sponsored activities.
- Student's access to their diabetes device(s) and immediate access to water, food, or restrooms.
- Administration of insulin by the school nurse or the student.
- Administration of glucagon in an emergency by school staff trained to do so or the school nurse.
- Permission to contact you as described on their Diabetes 504 Plan.

If your child with a DMAF receives special education through an **Individualized Education Program (IEP)**, or is being evaluated for an IEP, they must also have a separate Diabetes 504 Plan in addition to their IEP to document their diabetes accommodations.

504 Team: The 504 Team is a team of people at school who know your child and your child's academic and diabetes-related needs. Where health services are requested, the school nurse, or OSH member (e.g., Borough Nursing Director, Nursing Supervisor, Diabetes Team Member, health care provider) must be a member of the 504 Team. The Team also includes you, the parent. The Team will meet for what is called a 504 Team meeting and work together to evaluate and decide what the child's needs are at school, and what the school needs to provide to meet those needs.

How long will it take for my child to start receiving diabetes care at school?

School Meetings: If your child is already receiving diabetes-related care, the 504 Coordinator will reach out to you in the spring to meet regarding diabetes-related care for the upcoming school year. A Diabetes 504 Plan for your child's diabetes care needs will be finalized at that meeting wherever possible, and before the end of the school year.

If this is the first time your child has needed diabetes-related care, as soon as possible, and no later than **5 school days** after you submit the DMAF, the school will meet with you to discuss how your child's diabetes care needs will be met until a Diabetes 504 Plan is approved so that your child may attend school immediately. These needs may include:

- identifying and training staff on hypoglycemia and hyperglycemia, and ensuring a nurse is able to perform blood glucose monitoring and insulin administration; and
- accommodations like access to food, water, and the restroom during the school day.

School contacts you within:

5

School Days

The 504 Coordinator will contact you in writing within **5 school days** of your request for accommodations to schedule a 504 Team meeting that will usually take place within **15 school days** from when DOE receives your completed 504 request forms. You and the other 504 Team members who know your child (for example, your child's teacher, and school or OSH

nurse) will develop your child's Diabetes 504 Plan at this meeting.

Nursing Services: As long as your child's submitted DMAF is clear and ready to implement, the staff school nurse may begin providing diabetes health services **immediately**. If there are questions about the DMAF, or your school has a temporary/fill-in nurse rather than staff school nurse, OSH will review the DMAF and, in most cases, send it back to the school nurse no later than the following school day. To request a status update after submitting the DMAF, contact the OSH DMAF hotline at 718-786-4933.

504 team meeting within:

15

School Days

All nurses who care for your child's diabetes receive diabetes training, including training about your child's specific needs – for example, about their Continuous Glucose Monitor or other device.

Paraprofessional Services: If the 504 Team determines your child needs a paraprofessional for diabetes care, a paraprofessional will be identified right away and in most cases within **5 school days**, and must be trained within **10 school days** of the assignment.

Paraprofessional identified within:

5

School Days

Paraprofessional trained within:

10

School Days

Trained School Staff: DOE school staff responsible for your child – like the classroom teacher, coach, DOE club advisor – are identified for training in the 504 Team meeting. After being identified, they complete: Level 1 diabetes basics training within **10 school days**; or Level 1 + Glucagon or Level 2 diabetes training (including in-person skills training on administering glucagon in a severe low blood glucose emergency) within **15 school days**.

Level 1 DOE staff trained within:

10

School Days

Level 2 DOE staff trained within:

15

School Days

Does my child need to go to the nurse's office for all of their diabetes care?

No. The care your child receives should allow the student to spend as much time as possible with their classmates, with the goals of limiting missed class time and separation from other children.

The 504 Team decides together where care should be provided to best meet your child's individual needs. For example, the decision about the location where your child receives insulin is student-specific, and there is no policy requiring the location to be the medical room for every student.

A student cannot be denied care due to lack of resources, such as the availability of the school nurse.

Is diabetes care provided during DOE field trips and DOE after-school activities?

Yes. Your child's Diabetes 504 Plan explains the care they will receive during DOE field trips and DOE extracurricular activities (such as DOE after-school activities, sports, clubs, and enrichment programs). For example, these may include a trip nurse (for Nurse-Dependent students) or trained school staff

(for Supervised or Independent students) to provide routine or emergency diabetes care. DOE activity means those sponsored by the DOE, including Parent Association (PA)/Parent Teacher Association (PTA)-sponsored after-school programs or extracurricular activities in a DOE building.

School staff should not request or require that you attend field trips. You or an adult relative/friend you choose **will not be required to**, but may choose to, go with your child on field trips or any other school activity. If a nurse or trained school staff member is not available, and you are not attending the trip, the principal must postpone the trip whenever possible, or as a last resort cancel the trip, until care can be arranged.

For DOE after-school activities, a nurse will be available to administer insulin, if needed, within **10 school days** of the 504 Team identifying the program where the student requires insulin administration. A paraprofessional or other staff member will be identified in **5 school days** of the determination whenever possible, and no later than **10 school days** after the determination. Trained staff should include a back-up in case the primary trained staff are unavailable.

If your child is participating in a non-DOE after-school program, you may contact the 504 Coordinator with any concerns about the program's ability to accommodate your child's diabetes under the program's independent non-discrimination obligations.

Are transportation accommodations available?

Transportation accommodations are reviewed at the 504 Team meeting when completing the Diabetes 504 Plan.

When transporting a student with a DMAF, the driver (any type of bus) and attendant (specialized bus only) receive Level 1 + Glucagon training (including in-person skills training on administering glucagon in a severe low blood glucose emergency). After the training, the school will provide the driver and attendant with a "quick action guide" identifying the student's symptoms of mild to moderate hypoglycemia, the common symptoms of severe hypoglycemia and hyperglycemia, the student's form of prescribed glucagon, and where the glucagon, diabetes snacks, and water supplied by the parent are kept with the student (like in the front pocket of their backpack) while on the bus.

Contact your 504 Coordinator for more information. For details on transportation eligibility, visit <https://www.schools.nyc.gov/school-life/transportation>

