



**COUNTY OF SAN BERNARDINO  
PRESCHOOL SERVICES DEPARTMENT  
POLICY**

**NO. 01      ISSUE 1**  
PAGE 1 of 3  
**EFFECTIVE: 07-02-10**  
Updated

**SUBJECT:**  
PROCEDURES FOR MONITORING BLOOD GLUCOSE LEVELS

**APPROVED: 07-02-10**

  
**BY: Ron Griffin, Director**

**PURPOSE**

To effectively monitor child's blood glucose.

**POLICY**

Health Education Specialist will be notified immediately when a parent first informs you that their child needs to have their blood glucose monitored at the site. This will allow for immediate follow-up with the parent and all necessary training needed with designated staff. (Site Supervisor, Teacher and Lead Teacher)

- B. A written statement from the prescribing physician. (Physician's statement for Medication/ Medical Equipment).
- C. A signed medication/medical equipment consent from the parent/guardian authorizing PSD's staff to monitor prescribed blood glucose levels.
- D. Designated trained staff (person who will be monitoring) will make sure there is a Physician statement and Equipment consent form in child's file.  
If all documents are complete you may test child's blood glucose level.  
If documents are not complete do not test child and report to site supervisor and Disabilities Health Specialist.
- E. All blood glucose monitoring will be done only by:  
A design Education Specialist.
- F. Site supervisor will be the back up for monitoring blood glucose levels.  
When the child's teacher is unavailable the lead teacher is the third alternative.
- G. Prescribed blood glucose monitoring equipment must be provided in it's original bag with child's name.

**REFERENCE**

1304.22 (c)

**PROCEDURE**

**TRAINING**

- A. Designated staff will be trained by the Health Education Specialist to ensure proper monitoring of blood glucose levels, including labeling, and storing under lock and key.
- B. Monitoring by the Health Education Specialist will be on going to ensure procedures are being followed.

**DOCUMENTATION**

A. The designated staff monitoring the child's blood glucose level will record the results on the monitoring blood glucose log sheet. At the end of each month a copy will be placed in child's file and a copy will be sent to the Health Education Specialist.

B. If child's blood glucose level is above or below normal range designated staff will document interventions and results on log sheet, and addition, will make a notation on the SAD sheet.

C. If the child refuses to be tested, document the reason on the log sheet Immediately notify Parent, Site Supervisor and Health Education Specialist. Document intervention and results on SAD.

D. If any changes are noted in any time during blood glucose monitoring or daily school activities (ex. Hyperglycemia and Hypoglycemia) immediately follow procedure for treatment. Notify Parent, Site Supervisor and Health Education Specialist. Document intervention and results on SAD.

#### **STORING PRESCRIBED MONITORING EQUIPMENT**

A. All equipment used for monitoring blood glucose level shall be centrally stored in a locked and key container, placed in an area inaccessible to children.

#### **TRANSPORTING MEDICAL EQUIPMENT**

A. A child will never be allowed to carry or handle any type of medication or medical equipment.

B. No medication (insulin) or dangerous equipment (syringes or lancets) will be transported via school bus.

C. Parent/Guardian will be responsible for the transporting of all medications and or medical equipment to school site.

#### **RETURNING MEDICAL EQUIPMENT AND MEDICATION**

A. When child leaves or drops the program, all medical equipment and medications shall be returned to parent/guardian.

B. The parent/guardian will sign off on consent form that they have received all medical equipment and medication.

#### **Instructions for Blood Glucose Testing**

- Choose a clean dry work surface
- Gather everything that you will need to do a test:
  1. Glucometer
  2. Blood glucose test strips
  3. Lancing device
  4. A tissue for the finger
  5. Blood glucose log sheet.
  6. Gloves
- Wash your hands with soap and water.
- Wash child's hands with soap and water. Rinse and dry child's hands thoroughly.
- Place gloves on hands.
- Remove a test strip from the vial. Handle the test strip only at the end away from test spot.
- Recap the test strip vial immediately to protect the remaining strips.
- Place a sterile lancet into a lancing device.
- Obtain a whole blood sample from the child's finger.
- Sometimes after you have lanced the child's finger, you may have to gently massage the finger to form a rounded drop of blood. Apply the blood to the test spot on the strip.
- Follow the meter instruction on how to read the blood sugar. Each meter is different.
- After using the spot for testing the blood, put pressure with clean tissue to stop bleeding.
- Remove disposable lancet and place into sharps disposable container.
- You do not need to change the code, which is displayed.
- Record blood sugar levels daily on blood glucose log sheet.
- Put all the testing items back into the child's bag.
- Put the meter away (do not wipe meter with alcohol) in child's bag.
- Take the gloves off and wash your hands.
- Document on the SAD in child's file.
- At the end of each month the Site Supervisor will send in a copy of the Blood Glucose Log Sheet to the Health Education Specialist.
- Make sure teacher carries child's medical bag during any type of emergency evacuation, earthquakes, or fire drills.