

**POLICY ON DIABETES MANAGEMENT**  
**TOWN OF AVON**

**Summer Camp Programs**

The Town of Avon ("Town") is committed to making its programs and activities available on a nondiscriminatory basis, including to children with disabilities, as required under Title II of the Americans with Disabilities Act ("ADA"). In accordance with the ADA and its implementing regulation, the Town will make reasonable modifications to its policies, practices or procedures when such modifications are necessary to avoid discrimination on the basis of disability, unless the Town finds that making such modification would fundamentally alter the nature of the service, program, or activity.

The Town recognizes that children with insulin-dependent diabetes who participate in the Town's summer camp program may require assistance with diabetes management. The management regime of every child with diabetes may be different and, for this reason, one policy cannot dictate the particular protocol for all individuals. This policy is limited to diabetes management and does not apply to the administration of any other medications.

The Town affirms that successful participation of the children and accommodation of the children's needs depend on an actively cooperative relationship and ongoing communication between the parent/guardian of the child and the Town.

**A. Town's Responsibilities:**

**1. Individualized Assessment and Reasonable Modification**

When the Town becomes aware that a child with diabetes has applied to a particular summer camp session or program, it will inform the parent/guardian of that child of this Policy, the Diabetes Management Plan, and the Physical Examination Form. When registering a child with diabetes for a particular summer camp session or program, the parent/guardian must complete a Diabetes Management Plan for the child.

Within a reasonable amount of time, but in most cases (absent extenuating circumstances) no less than two weeks prior to the first day of the camp session, the Town will make an individual assessment of the needs of each child with diabetes on a case-by-case basis and will work with families to provide reasonable modifications in accordance with this Policy and applicable laws. To do so, the Town may request a meeting with the camper's parent/guardian. To this end, the Town will assess the level of assistance or supervision that is reasonable based upon the situation and will provide whatever assistance is appropriate and consistent with the Diabetes Management Plan. The Town may request additional information or guidance from the child's health care provider or parent/guardians, as necessary.

If an agreement cannot be reached for the Town to either provide reasonable modifications consistent with the prescribed regimen as set forth in the child's Diabetes

Management Plan or an equally effective modification appropriate to the child's individual needs, the Town will notify the parent/guardian of its final determination. The determination will document which modifications the Town will provide and which modifications it will not provide, demonstrating that the modification not provided would fundamentally alter the nature of its service, program, or activity.

At any time, the parent/guardian may file a formal complaint with the Town Manager.

Reasonable modifications may include, but are not limited to, providing the services of a trained staff member to (1) administer blood glucose monitoring tests, (2) operate an insulin pump, (3) administer fast-acting carbohydrates, and (4) administer glucagon while a child with diabetes participates in any summer camp program, whether on Town premises or elsewhere while attending the Town's summer camp programs.

Notwithstanding the forgoing, in all cases the Town will allow the parent/guardian or authorized agent to enter the Town's premises to monitor the child's blood glucose levels and take appropriate action in response to those levels. The Town will also allow the child to monitor his or her own blood glucose levels and take appropriate action, when the child's parent/guardian has provided the Town with the written authorization to do so.

If the child self-identifies, or staff recognizes symptoms of hyperglycemia or hypoglycemia, the Town staff will assist the child to check blood sugar and treat the symptoms, and take steps reasonably consistent with the Diabetes Management Plan.

## **2. Training**

In accordance with applicable law, including regulations enforced by the Central Connecticut Health District, if a child with diabetes applies for any summer camp session or program, and if requested by a parent/guardian, the Town will arrange to provide basic diabetes training to appropriate camp personnel. The basic training will include a general overview of diabetes and typical health care needs of diabetics, recognition of common symptoms of hypoglycemia and hyperglycemia, and will discuss ways to get help quickly.

The Town will arrange for any camp staff working directly with a camper with diabetes to receive training that enables the Town to provide all care required to comply with applicable law, if requested by the parent/guardian. The training will include an overview of diabetes, general information on how to recognize signs and symptoms of hypoglycemia and hyperglycemia, and diabetic care practices related to glucose monitoring and regulating glucagon and insulin administration, including by insulin pump. In addition, depending on the unique needs of the child, training may include information about dietary requirements for individuals with diabetes and training and guidance from parents or guardians of children about any reasonable modifications needed by a child as identified in each child's Diabetes Management Plan. Parents or guardians must provide information and training necessary for staff to be trained with regard to any unique needs of their camper.

### **B. Parent's/Guardian's Responsibilities:**

Within twenty (20) business days prior to the beginning of any session or program, the parent/guardian of a child with diabetes will provide the Recreation and Parks Department the following:

- (1) a completed Diabetes Management Plan, legible and in easy to understand terms, detailing any and all care necessary for the child's management, which is signed by the child's health care provider and signed by the child's parent/ guardian to permit the Town to undertake steps indicated on the Diabetes Management Plan;
- (2) a completed Physical Exam Form and any other health-related documents deemed relevant by the child's medical provider; and
- (3) a signed general release, if applicable.

For children attending a camp program who would require treatment for diabetes for the first time during any session, the parent/guardian must immediately submit the completed Diabetes Management Plan as set forth above, and comply with the remaining aspects of this Policy with sufficient time to allow the Town to make good faith efforts for continuation of the camp program consistent with this Policy.

The parents/guardian will be available at the request of the Town to attend and participate on the first day of a camp session with the child and, if deemed necessary by either party, to attend a run through prior to the first day, and to continue to meet with and advise the staff working with the child about proper diabetes care.

The parent/guardian will be available by phone or have other emergency contacts (which may include the child's health care provider) available by phone each day that the child is participating in a camp session to answer questions regarding the child's management of diabetes care and to approve particular actions related to proper care, when necessary.

The parent/guardian will provide specific information and training about the child's diabetes and particular needs related to diabetes care to the Town, and will permit the child's personal health care providers to share information with staff and other health care personnel when necessary to assure the child's safety and compliance with the child's Diabetes Management Plan.

The parent/guardian will promptly inform the Town of relevant changes in the child's health status.

The parent/guardian will provide, along with instructions about proper maintenance or use of all items, all supplies and equipment necessary for the child's safe participation in all activities. The parent/guardian will provide and properly maintain all supplies and equipment for the child's diabetes and assist with proper disposal of equipment and supplies. Children may carry their own medical supplies and snacks in a safe fashion that meets local code or safety standards for the care and disposal of medical supplies so that these supplies are in close

proximity to the child. When the child cannot hold these supplies, the supplies will be held at the administrative office or health office, or by a staff member.

As applicable, the parent/guardian will furnish all appropriate meals and snacks that are not regularly provided by the Town and that are necessary to meet the child's needs. The parent/guardian will also ensure that the carbohydrate content falls within the proper amounts set forth in the Diabetes Management Plan so that the totals will be predetermined and calculated by the parent/guardian. Carbohydrate values will be calculated and provided on labels on each food item provided by the parent/guardian so that the staff may monitor the appropriate use of insulin and insulin pumps or other equipment to administer insulin.

The parent/guardian will check the child's blood sugar levels each morning before the child arrives at camp to ensure they are within the established "target range" in the child's Diabetes Management Plan.

If you have any questions about this Policy, please contact the Recreation and Parks Department at 860-409-4332.

## DIABETES MANAGEMENT PLAN

This plan should be completed by both the child's health care provider (diabetes nurse educator, endocrinologist, or primary care provider/physician) and the child's parent/guardian.

It should be immediately updated with any new information, as necessary.

Effective Dates: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Physical Condition (Identify and Explain): \_\_\_\_\_

\_\_\_\_\_

Date of Diagnosis: \_\_\_\_\_

Grade: \_\_\_\_\_

### **Contact Information: *Circle the primary contact person and phone number***

Parent/Guardian: \_\_\_\_\_

Home Address: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Parent/Guardian (2): \_\_\_\_\_

Home Address: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Who has custody of the child? \_\_\_\_\_

### **Child's Health Care Provider:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Emergency Number: \_\_\_\_\_

**Other Emergency Contacts:**

Names: \_\_\_\_\_

Relationship: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Notify parent/guardian or emergency contact in the following situations: \_\_\_\_\_

\_\_\_\_\_

Recommended Monitoring of Child: \_\_\_\_\_

\_\_\_\_\_

Specify any medical time requirements: \_\_\_\_\_

\_\_\_\_\_

Can child perform own monitoring:  Yes  No

Exceptions: \_\_\_\_\_

\_\_\_\_\_

Identify the type of any meter, monitor, nebulizer, applicator, needle, pump, or any other devices necessary for the child's Diabetes Management Plan (include model and instruction booklet):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What signs does the child demonstrate when child is symptomatic?

\_\_\_\_\_

Foods to avoid, if any: \_\_\_\_\_

Instructions for when food is provided to the child (e.g., as part of a party or food sampling event): \_\_\_\_\_

\_\_\_\_\_

**Exercise and Sports Limitations**

List, identify, and explain any restrictions to exercise, sports, or any other activities:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Treatment Supplies to be kept at the site and provided by parent/guardian are as follows (please provide specific instructions regarding the storage and treatment of all supplies): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*For children with medical concerns, please complete the supplemental form.*

**This Diabetes Management Plan has been approved by:**

\_\_\_\_\_  
Child's Physician/Health Care Provider

\_\_\_\_\_  
Date

I give permission to the Town to perform and carry out the care tasks as outlined in the Diabetes Management Plan. I also consent to the release of the information contained in this Diabetes Management Plan to all staff members and other adults who have custodial care of my child, such as those persons on the emergency list and who may need to know this information to maintain my child's health and safety. A written revocation or amendment to this document must be delivered to the camp director by the child's Parent/Guardian in order to effectuate a revocation of the same.

The Town reserves the right to request additional documentation after review of the information contained in this document.

**Acknowledged and received by:**

\_\_\_\_\_  
Child's Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Parent/Legal Guardian

\_\_\_\_\_  
Date

## PHYSICAL EXAM FORM

(to be completed by Parent/Guardian and Child's Health Care Provider)

**To Parent/Guardian:** Please complete the information in the box BEFORE submitting to your child's health care provider.

Name of Applicant: _____
Gender (circle one):    M    F
Date of Birth:    ____ / ____ / ____
Address: _____

**To Child's Health Care Provider:** This form should be completed and approved by the child's diabetes nurse educator, endocrinologist, or primary care provider/physician. Your cooperation in supplying the following information about an applicant for the Town of Avon Summer Day Camp is greatly appreciated. The child will not be accepted without your approval on this form.

Date of most recent exam: \_\_\_\_\_

I have read the Diabetes Management Plan, attached to this form, and certify that it provides a complete regime of care for this child's safety during summer camp. I recognize that the child will be active at this camp and represent that this plan accounts for applicable varying activity levels. Any restrictions are noted below:

Have any complications of health been detected: Yes / No (circle one)

If yes, please specify:

\_\_\_\_\_

Is the child emotionally and physically mature or responsible enough to independently manage his/her health concerns? Yes \_\_\_\_\_; No \_\_\_\_\_. If not, please explain the minimum level of medical licensure or training required for the child's safety (unless fully described in the Medical Management Plan): \_\_\_\_\_

\_\_\_\_\_

Do you have any specific concerns regarding the management of this child's safety or health at camp not fully described in the Medical Management Plan? Yes \_\_\_\_\_, No \_\_\_\_\_.

If yes, please explain: \_\_\_\_\_

Do you recommend any limitation on child's activity while at camp beyond those described in the Medical Management Plan? Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, please describe: \_\_\_\_\_

I certify that the information above is correct to the best of my knowledge and agree to answer questions and provide management guidance to the Town's summer camp program as requested at the sole cost and expense of the parent/legal guardian of the child.

**Primary Health Care Provider's Name (typed or printed)**

\_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_  
Signature of Health Care Provider

\_\_\_\_\_  
Date

**Parent/Guardian name (typed or printed)**

\_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date