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Nova Scotia Student Information System

Nova Scotia Public Education System

Student Insulin Plans in TIENET

User Guide

TIENET

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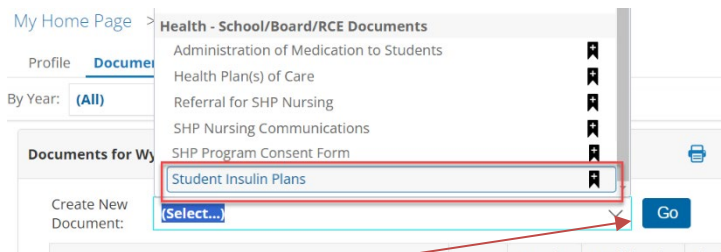
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1. STUDENT INSULIN PLANS

Insulin Plans are student-specific documents that outline how the student’s insulin dose is calculated. There are three templates to choose from. SHP Nurses will work with parents/guardians or students (if appropriate) and health care providers to determine which template will be used for the student.

2. CREATING THE STUDENT INSULIN PLAN

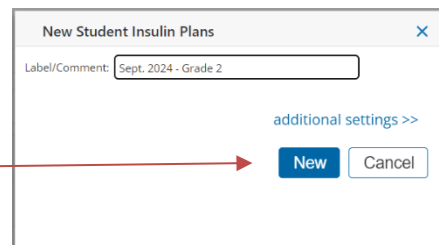
The **Student Insulin Plans** document can be found in a students’ document library by first clicking the **Create New Document** dropdown, then selecting the document under the **Health-School/Board/RCE Documents** section.



Once selected, click **Go**.

When creating a Student Insulin Plan, it is helpful to list the date and grade of the student in the **Label/Comment** section (i.e., Sept. 2024 - Grade 2).

Click **New**.



3. COMPLETING THE INSULIN PLAN

Once the plan is open, it will provide a description of the Roles and Responsibilities of both:

- a) Parent/Guardian
- b) School Personnel

ROLES/RESPONSIBILITIES

a) Parent/guardian: Complete, sign, and date the appropriate Insulin Plan(s) (links are below) and provide to the school. Review monthly with school staff and fill out a new Student Insulin Plan form if there are any changes.

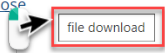
b) School personnel:

- Only teacher assistants with training can supervise or give insulin. A second person must check the dose.
- Refer to this plan when supervising or giving insulin. Refer to the student's Health Plan of Care: Diabetes for more detailed information, such as regarding activity, guidance for students using glucose sensors, and student preferences.
- Review this insulin plan with the parent/guardian monthly. In the table below, check (✓) one of the two boxes and lookup your name. If there are changes, the parent/guardian must fill out a new Student Insulin Plan (SIP) which must be added to this document's File Attachments area, as well as the coiled binder, if applicable.
- Please ensure the attached SIP file has its Effective Date at the end of the filename in the format **_YYYY-MM-DD**.
- **Keep the document in Draft through the school year in case the plan changes (unless the student Transfers out).**

In the **Student Insulin Plan** chart, users will select the appropriate type of Insulin Plan needed by checking the box, and clicking the corresponding hyperlink to download the Student Insulin Plan.

Student Insulin Plans

Instructions: Check the box and click on the type(s) of Insulin Plan needed, save the file to your computer, provide to the parents to complete, and then attach the completed file to this document. Remember to delete the file from your computer if your computer is shared.

[Student Insulin Plan \(Insulin-to-Carb Ratio\) for Approved App. Dosing Chart, or Parent/Guardian Call for Dose](#) 

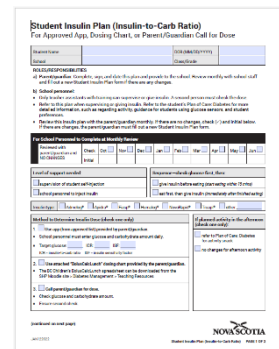
[Student Insulin Plan \(Insulin-to-Carb Ratio\) for Correction Scale](#)

[Student Insulin Plan \(Set Doses\)](#)

Once **downloaded**, save the plan under the **student's name and date (YYYY-MM-DD)**

The downloaded Insulin document is editable, with the exception of the parent/guardian signature.

When completed, staff will email or print the selected plan to send to the parents/guardians to **complete and return**. The signed document will then be attached to the **Student Insulin Plan** document by clicking **Save Done Editing** (if in Edit mode), then **Navigate To...**, then **File Attachments**. Refer to the [Attaching Files to a Document in TIENET](#) user guide which describes the process for attaching a file.



My Home Page > Ainsley Salas (15201) > Documents > Draft: Student Insulin Plan (App/Chart/Call) (Grade 2, 2023-24)

Student Insulin Plan (Insulin-to-Carb Ratio) for Approved App. Dosing Chart, or Parent/Guardian Call for Dose

IMPORTANT: The Document library sorts attachments with the same filename by having the most recent attachment at the bottom. For this reason to the filename to ensure the correct plan is used.

Once attached, users will click the box at the bottom of the **Student Insulin Plan** page to indicate the required Insulin Plan is attached.

Attached the Student Insulin Plan(s) from parent/guardian (Required)

After the Insulin Plan is attached, staff will scroll down to the chart **‘For School Personnel to Complete at Monthly Review’** and complete the required first month.

For School Personnel to Complete at Monthly Review						
	Sep	Oct	Nov	Dec	Jan	Feb
Reviewed with parent/guardian and	<input type="checkbox"/> No changes <input type="checkbox"/> Attached updated form(s) to this document	<input type="checkbox"/> No changes <input type="checkbox"/> Attached updated form(s) to this document	<input type="checkbox"/> No changes <input type="checkbox"/> Attached updated form(s) to this document	<input type="checkbox"/> No changes <input type="checkbox"/> Attached updated form(s) to this document	<input type="checkbox"/> No changes <input type="checkbox"/> Attached updated form(s) to this document	<input type="checkbox"/> No changes <input type="checkbox"/> Attached updated form(s) to this document
	Name					
	(ID) lookup	(ID) lookup	(ID) lookup	(ID) lookup	(ID) lookup	(ID) lookup

Feb

 No changes
 Attached updated form(s) to this document

 (ID) lookup

At each monthly review, the staff completing the form will use the **(ID) lookup** to insert their name.

4. UPDATING THE STUDENT INSULIN PLAN

During the ‘Monthly Review’ of the Insulin Plan, the school team will use the necessary checkbox to indicate if there are **‘No Changes’** to the insulin plan, or select **‘Attached updated form(s) to this document’** if there is a change in the Student Insulin Plan.

If changes are required, staff will re-print the appropriate insulin plan, complete the form as previously done, and attach the file under the Student Insulin Plan document.

It is Important to Note:

Staff should label the new plan with the format of **YYYY-MM-DD** to ensure the correct plan is used.

This is important because the Document Library sorts attachments with the same filename by having the most recent attachment at the bottom.

A Student Insulin Plan in TIENET must be updated Monthly at minimum or more frequently if needed. Each time there is a change, the new updated documentation must be attached to the plan.

Because the plans are annual, a new Student Insulin Plan must be created each school year. The new Student Insulin Plan will be created under the correct school year in the document library and labeled the student’s new grade.