

**June 29 2011.**

xxxxx xxxx School  
xxxx xxxx Blvd  
North Vancouver B.C. xxx xxx

Dear Dean,

**Re : Student: Jack  
Parents: John Paul and Denise**

Due to the unique circumstance of Jack's situation, Vancouver Coastal Health Authority is prepared to assist with Jack's diabetic care at school, including receiving insulin injections as needed at school by way of a private agreement between parents and the school, with the following considerations:

1. Injections in the school setting will only be given by an insulin pen to assure accurate insulin dosage delivery. A disposable BD autosheild insulin pen needle tip will be used to prevent needle stick injuries. Parents will work with Jack over the summer to gain his acceptance of this change in mode of delivery for his insulin.
2. The Diabetic Clinic at West Community Health Centre will provide one time training for the SEA (special education assistant) and a back-up at the clinic in the proper technique of insulin administration using an insulin pen in Early September. Insulin dosage guides including log sheets for use in the school will be developed by the parents in conjunction with Dr Sue Stock (endocrinologist).
3. Denise will assume full responsibility in the school setting for insulin injections provided by the school SEA's. Denise will clarify the dosage and make all decisions regarding changes in insulin dosages. Denise is responsible for observing and approving proper insulin injection technique in the school setting. Denise will be available to give the injection in the absence of an SEA.
4. Nursing Support Service Co-ordinators will continue to delegate blood glucose monitoring and provide general information on diabetes management and treatment of hypo/hyperglycemia. This will be outlined in the Individual Care Plan developed for Jack as part of his Individualized Education Plan.
5. Insulin injections will commence in early September 2011 providing Jack is accepting of the insulin pen for the injections and the SEA(s) are willing to be and have been trained.

Please advise if further clarification is required.

Sincerely,

Donna Halloran  
Manager – Public Health and Prevention  
Cc Denise and John Paul  
Dr. Julie Parker – NVSD - Director of Instruction: Learning Services  
Juan Solorzano and Patty Phillips – West Vancouver Diabetic Clinic  
Dr. Sue Stock  
Laura Hunter – NSS Co-ordinator

