2017-2018 School Plan Instructions – NEW SYSTEM

Our Team will be using an electronic form that is part of your Electronic Health Record. The electronic form will include:

- Your child’s specific Medical Management Orders in a yearly format
- Another form will be used to renew your insulin changes throughout the year.
- Your School Nurse will use the medical orders with the NEW CHW Diabetes Management School Protocols to care for your child at school.

We will start this new process on June 1st, 2017. We will no longer be using paper or electronically entered forms from home. If you have a summer appointment, please bring the completed “School Plan Worksheet”. We will need the following to complete your school orders:

- A visit within the last 12 months
- Current insulin dosing information
- Grade level
- Name of the school
- Fax number for the school
- Phone number for the school

Your steps for setting up your child/teen’s school plan:

1. Complete the “School Plan Worksheet” at the clinic or mail a completed copy to the clinic. Please allow 1 week for the clinic to FAX your school plan to the school.
2. The clinic will Fax the medical orders to your child’s school.
3. You need to meet with your school nurse to finalize your child’s management at school.
4. All forms, school materials and instructions are located at http://www.chw.org/medical-care/diabetes-program/resources-for-schools/ for your reference.

If you have any questions or concerns about your child’s care at school

Please call:

CHW Diabetes Clinic – Main Campus at 414-266-3380
CHW Diabetes Clinic – Fox Valley/De Pere Campus at 920-969-7970