
SAMPLE SECTION 504 PLAN

This sample Section 504 Plan (504 Plan) was developed by the American Diabetes Association® (ADA).

Overview

A written 504 Plan provides reasonable modifications and accommodations to meet the individualized needs of an eligible student with diabetes in accordance with Section 504 of the Rehabilitation Act of 1973. A 504 Plan is an agreement between the parent/guardian and school to ensure:

- Their child receives the necessary care prescribed by their diabetes provider, as outlined in their Diabetes Medical Management Plan (DMMP) attached hereto and made a part hereof
- Their child receives appropriate accommodations and modifications to allow equal access to all school and school-sponsored opportunities
- Parents/guardians, school staff, and other stakeholders understand their responsibilities to the child with diabetes

This model 504 Plan lists a broad range of accommodations and modifications a student with diabetes may need in school and/or school-sponsored activities and extracurriculars (such as field trips, sports, clubs, and enrichment programs). The 504 Plan should be individualized to meet the needs, abilities, and medical condition of each student and should include only those items in the model that are relevant to that student. Some students will need additional modifications and accommodations that have not been included in this model 504 Plan. The 504 Plan should be implemented by clearly communicating the specific accommodations to all relevant school staff and by reviewing and updating the 504 Plan at least once a year, or more often when new treatment regimens and/or circumstances arise.

The ADA's initiative, [Safe at School®](#), provides information and other resources about diabetes care in the school setting, including:

- [Diabetes Care in the School Setting: A Statement of the American Diabetes Association](#)
- [Helping the Student with Diabetes Succeed: A Guide for School Personnel](#)
- [Federal and state law protections](#)
- [School training materials](#)
- [Diabetes Medical Management Plan](#)

Have more questions? Please contact the ADA at 1-800-DIABETES (800-342-2383) or email AskAda@diabetes.org.

This an updated document with new provisions for topics such as technology or cell phone access. Last updated January 2025.

Section 504 Plan for _____

School _____

School Year _____

Student's Name	Birth Date	Grade
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Type of Diabetes _____

Homeroom Teacher _____

Bus Number _____

Parent's/Guardian's Name	Email	Cell Phone
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Parent/Guardian Preferred Spoken Language _____

OBJECTIVES/GOALS OF THIS PLAN

The student has type ____ diabetes. Diabetes can cause blood glucose (blood sugar) levels to be too high or low which may affect the student's ability to learn as well as seriously endanger the student's health, both immediately and in the long term. The goal of this 504 Plan is to provide the related aids, modifications, accommodations, and services needed to provide an equal learning opportunity for the student. This can be accomplished by maintaining blood glucose within a safe range (and as close as possible to the student's target range set by a health care provider) and responding appropriately to out-of-range blood glucose levels in accordance with the instructions provided by the student's health care team.

This plan shall be reviewed at a minimum by the end of each school year or more often if necessary, and amended at the time of the review, if necessary.

1. PROVISION OF DIABETES CARE

- 1.1 At least _____ non-nurse school staff members ("Trained Non-Nurse Staff") will receive diabetes training to meet the needs of the student in accordance with their Diabetes Medical Management Plan (DMMP). A school nurse or Trained Non-Nurse Staff will be available to the student at all times during school hours, during school-sponsored extracurricular activities, and on school-sponsored field trips to provide diabetes care in accordance with this plan and as directed in the DMMP. This includes performing or overseeing administration of insulin or other diabetes medications, blood glucose monitoring through a glucose meter or continuous glucose monitor (CGM), ketone checks, responding to hyperglycemia (high blood glucose), and responding to hypoglycemia (low blood glucose)—which can include administering glucagon.
- 1.2 Any staff member who has primary care for the student at any time during school hours, extracurricular activities, or field trips shall receive training that will include a general overview of diabetes and typical health care needs of a student with diabetes, recognition of high and low blood glucose levels, how and when to immediately contact either a school nurse or a Trained Non-Nurse Staff, and any accommodations and modifications outlined in this 504 Plan.

- 1.3 Any bus driver who transports the student must be informed of symptoms of high or low blood glucose levels, receive a copy of the student's hypoglycemia emergency 504 Plan and be prepared to treat hypoglycemia in accordance with the student's 504 Plan.

2. TRAINED NON-NURSE SCHOOL STAFF MEMBERS

The following school staff members will be trained by _____ (date) to (select all that apply):

- Understand diabetes basics and their role in the care of the student
- Recognize and treat high and low blood glucose levels
- Monitor blood glucose levels via a meter and CGM
- Administer insulin
- Administer glucagon
- Check ketones
- Calculate carbohydrates and monitor intake
- Other _____

School staff member names and contact information:

3. STUDENT'S LEVEL OF SELF-CARE AND LOCATION OF SUPPLIES AND EQUIPMENT

3.1 As prescribed in the DMMP:

- (a) The student is able to self-manage diabetes care tasks in accordance with their DMMP and will be permitted to self-manage their diabetes at any time and in any location at the school, at field trips, at sites of school-sponsored extracurricular activities, and on school buses. This includes constant access to and the use of a smart device (examples include smartphone or smartwatch) to perform diabetes care tasks.

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- (b) The student should be provided with the needed level of assistance or supervision as prescribed by their DMMP or during emergencies.
 - (c) If using a smart device for diabetes management, the student will have access to school Wi-Fi and school charging outlets for smart device(s) to perform diabetes care tasks.
- 3.2 The student will be permitted to carry diabetes supplies, equipment, medication, and food with them at all times and in all locations, including smart device(s) if used for diabetes management.
- 3.3 Diabetes supplies and equipment that are not kept on the student will be stored at _____
- 3.4. The parent/guardian is responsible for providing diabetes supplies, equipment, food, and medication to meet the needs of the student as prescribed in the DMMP.

4. SNACKS AND MEALS

- 4.1 The school nurse or Trained Non-Nurse Staff will work with the student and their parents/guardians to coordinate a meal and snack schedule in accordance with the DMMP that will coincide with the schedule of classmates to the closest extent possible. The student shall eat lunch at the same time each day, or earlier if experiencing hypoglycemia. The student shall have enough time to finish lunch. A snack and quick-acting source of glucose must always be immediately available to the student.
- 4.2 The DMMP sets out the regular time(s) for snacks, what constitutes a snack, and when the student should have additional snacks. The student will be permitted to eat a snack no matter where they are.
- 4.3 The parent/guardian will supply snacks needed in addition to or instead of any snacks supplied to all students.
- 4.4 The parent/guardian will provide carbohydrate content information for snacks and meals brought from home.
- 4.5 The school nurse or Trained Non-Nurse Staff will ensure the student takes snacks and meals at the specified time(s) each day.

- 4.6 Adjustments to snack and mealtimes will be permitted in response to changes in schedule due to field trips, early release or late start days, or upon request of the parent/guardian.

5. PHYSICAL ACTIVITY AND TEAM SPORTS

- 5.1 The student shall be permitted to participate fully in physical education classes and team sports.
- 5.2 Physical education instructors and sports coaches must have a copy of the student's hypoglycemia emergency 504 Plan and be able to recognize and assist with the treatment of low blood glucose levels, including glucagon administration.
- 5.3 Responsible school staff members will ensure the student's blood glucose meter, if applicable, a quick-acting source of glucose, and water are always available at the site of physical education class and team sports practices and games. Students will be permitted to wear their diabetes devices during physical activity. If the student does not wear their diabetes devices, a secure storage unit will be provided by school staff.

6. WATER AND BATHROOM ACCESS

- 6.1 The student shall be permitted to have immediate access to water by keeping a water bottle in the student's possession and at the student's desk, and by permitting the student to use the drinking fountain without restriction.
- 6.2 The student shall be permitted to use the bathroom without restriction.

7. CHECKING BLOOD GLUCOSE LEVELS, INSULIN AND MEDICATION ADMINISTRATION, AND TREATING HIGH OR LOW BLOOD GLUCOSE LEVELS

- 7.1 The student's level of self-care is prescribed in the DMMP, including which tasks the student can do by themselves and which must be done with the assistance of, or wholly by, either a school nurse or a Trained Non-Nurse Staff.

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- 7.2 Blood glucose monitoring will be done using either a glucose meter or CGM at the times designated in the student's DMMP, whenever the student feels their blood glucose level may be high or low, or when symptoms of high or low blood glucose levels are observed (for CGM users). Glucose monitoring with a glucose meter will be done as needed based upon the manufacturer's instructions or as otherwise prescribed by the student's DMMP.
 - 7.3 Insulin and/or other diabetes medication will be administered at the times and through the means (e.g., syringe, pen, or pump) designated in the student's DMMP for both scheduled doses and doses needed to correct for high blood glucose levels.
 - 7.4 The student shall be provided with privacy for blood glucose monitoring and insulin administration if the student desires.
 - 7.5 The student's usual symptoms of high and low blood glucose levels and how to respond to these levels are prescribed in the DMMP.
 - 7.6 When the student asks for assistance or any school staff member believes the student is showing signs of high or low blood glucose levels, the school staff member will immediately seek assistance from the school nurse or Trained Non-Nurse Staff while making sure an adult stays with the student at all times. Never send a student with actual or suspected high or low blood glucose levels anywhere alone.
 - 7.7 Any staff member who finds the student unconscious will immediately contact the school office. The office will immediately do the following in the order listed:
 1. Contact the school nurse or a Trained Non-Nurse Staff (if the school nurse is not on-site and readily available) who will immediately administer glucagon and confirm the blood glucose level with the student's CGM or a monitor if available.
 2. Call 911 (if another staff or a capable student is available, this step should be done while the school nurse or Trained Non-Nurse Staff administers glucagon).
 3. Contact the student's parent/guardian and physician at the emergency phone numbers provided below.

- 7.8 School staff, including physical education instructors and coaches, will provide a safe location for the storage of the student's diabetes devices and smartphone (if applicable) if the student chooses not to have it on their person during physical activity or any other activity.
- 7.9 The student will always be permitted to access, carry, and use a smartphone and/or smart device to perform diabetes care as per the DMMP.

8. FIELD TRIPS AND EXTRACURRICULAR ACTIVITIES

- 8.1 The student will be permitted to participate in all school-sponsored field trips and extracurricular activities (such as sports, clubs, and enrichment programs) without restriction and with all the accommodations and modifications, including as-needed diabetes care, provided by the school nurse or Trained Non-Nurse Staff. The student's parent/guardian will not be required to accompany the student on field trips or any other school-sponsored activity.
- 8.2 The school nurse or Trained Non-Nurse Staff will be available on-site at all school-sponsored field trips and extracurricular activities, will provide all usual aspects of diabetes care (including, but not limited to, blood glucose monitoring, responding to hyperglycemia and hypoglycemia, providing snacks and access to water and the bathroom, and administering insulin and glucagon), and will make sure the student's diabetes supplies travel with the student.

9. TESTS AND CLASSROOM WORK

- 9.1 If at the time of exam the student is affected by high or low blood glucose levels outside of acceptable range as prescribed in the DMMP, they will be permitted to take the exam at another time without penalty.
- 9.2 If during a test or other activity the student needs to take breaks to use the water fountain or bathroom, check blood glucose, or to treat hypoglycemia or hyperglycemia, they will be given extra time to finish the test or other activity without penalty.

- 9.3 The student shall be allowed to make up any classroom instruction or assignment missed due to diabetes care, medical appointments, or illness without penalty.
- 9.5 If taking an exam, the student will be allowed to carry, access, and use a smart device to perform diabetes care as prescribed in their DMMP.

10. COMMUNICATION

- 10.1 The school nurse, Trained Non-Nurse Staff, and other staff will keep the student's diabetes confidential, except to the extent that the student decides to openly communicate about it with others or staff communicating with other staff who have a need to know.
- 10.2 Encouragement is essential. The student will be treated in a way that encourages them to progress toward age- and skill level-appropriate independent self-care with their diabetes management.
- 10.3 The teacher, school nurse, or Trained Non-Nurse Staff will provide reasonable notice to the parent/guardian when there will be a change in planned activities such as exercise, playground time, field trips, parties, or lunch schedule so the lunch, snack plan, and insulin dosage can be adjusted accordingly.
- 10.4 Each substitute teacher and substitute school nurse will be provided with written instructions regarding the student's diabetes care and a list of all school nurses and Trained Non-Nurse Staff at the school.

11. EMERGENCY EVACUATION AND SHELTER-IN-PLACE

- 11.1 In the event of emergency evacuation or shelter-in-place situation, the student's 504 Plan and DMMP will remain in full force and effect.
- 11.2 The school nurse or Trained Non-Nurse Staff will provide diabetes care to the student as outlined by their 504 Plan DMMP, will be responsible for transporting the student's diabetes supplies and equipment, will attempt to contact with the student's parents/guardians and provide updates, and receive information from parents/guardians regarding the student's diabetes care.

12. PARENTAL NOTIFICATION

12.1 Notify parents/guardians as per the DMMP.

12.2 EMERGENCY CONTACT INSTRUCTIONS

Call the parent/guardian at the numbers listed below. If unable to reach a parent/guardian, call the other emergency contacts or student's health care providers listed below.

EMERGENCY CONTACTS:

Parent's/Guardian's Name	Cell Phone Number	Work Phone Number
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Email Address

Parent's/Guardian's Name	Cell Phone Number	Work Phone Number
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Email Address

Other emergency contacts:

Name	Cell Phone Number	Work Phone Number
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Email Address

Name	Cell Phone Number	Work Phone Number
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Email Address

Student's health care provider(s):

Name

Phone Number

This 504 Plan shall be reviewed and amended at the beginning of each school year or more often as necessary.

Approved and received:

Parent/Guardian

Date

Approved and received:

School Administrator and Title

Date

School Nurse

Date