

PLYMOUTH JOINT SCHOOL DISTRICT  
HEALTH OFFICE

Anne Nelson, RN, BSN  
Early Childhood – 5th Grade  
annelson@plymouth.k12.wi.us  
892-2661, Ext. 4520 or 2105



District Nurses

Sara Stout, RN, BSN  
6th Grade – 12th Grade  
sstout@plymouth.k12.wi.us  
892-2661, Ext. 1100 or 2105

Dear Parent/Guardian,

We look forward to working closely with you in creating a safe environment for your child while at school. The following paperwork is required in order for the school staff to properly care for your child:

1. **Diabetes Medical Management Plan** - The Children's Hospital of Wisconsin (or similar diabetes care center) will be used as Individual Health Plan (IHP) for all our students with diabetes. This plan will be used in any emergency and will accompany your child off school grounds. **Please provide a copy of this multi-page document before school starts.** Please make sure parent/guardian contact names and phone numbers are included and updated. This plan will be kept confidential and shared only with members of staff who have direct responsibility for your child.
2. **Daily Communication Record** - If you would like to communicate with the school daily (regarding your child's blood glucose numbers, carbs, insulin doses, etc.) using our Daily Communication Record, please let us know. We will work together with you to make this record helpful for you but also usable by the staff attending to your child. We will complete this Daily Communication Record before the first day of school with your input.
3. Students should provide their own diabetic supplies and snacks. These should be brought into school the week before school starts. High school students can bring their supplies with them the first day of school. We will be contacting you to arrange this.

This paperwork must be completed each year prior to the first day of school. Once complete, please return these forms and any supplies to your school office or mail/ fax these forms directly to us. It is important that you notify us and your child's physician if there are any changes during the school year so that we can revise your child's plan or communication record. Please feel free to call us if you would like to discuss your child's condition or need a Daily Communication Record created. Thank you for your time.

Sincerely,

Anne Nelson, RN

Sara Stout, RN

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Fairview Elementary 300 Salem Drive Plymouth, WI 53073 Fax: 892-5071	Horizon Elementary 411 S. Highland Ave. Plymouth, WI 53073 Fax: 892-5073	Parkview Elementary 500 Parkview Drive Plymouth, WI 53073 Fax: 892-5077	Riverview Middle School 300 Riverside Circle Plymouth, WI 53073 Fax: 892-5072	Plymouth High School 125 Highland Avenue Plymouth, WI 53073 Fax: 892-5070
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