

Teacher's Checklist

Guidelines and Procedures

The prevention, identification and treatment of hypoglycemia in students with diabetes are the key concerns in the care of students with diabetes during the school day.

Before a student with diabetes begins classes, teachers should meet with school administrators and other teachers to review:

- The needs of each student with diabetes in their school/classes
- Essential information about supervising students with diabetes, including:
 - The *Frequently Asked Questions and Answers* section in this booklet
 - The *Test Your Diabetes Knowledge Quiz* in this booklet
 - Canadian Diabetes Association guidelines regarding prevention, identification and emergency procedures/treatment for hypoglycemia episodes from the *Signs and Symptoms* and *Treatment for Hypoglycemia* cards in this booklet
 - School policies, procedures, and expectations regarding supervising students with type 1 diabetes, responding to hypoglycemic episodes, contacting parents and related concerns
 - General daily routine for students with diabetes in your school
 - The completed *Kid with Diabetes Information* card
- The guidelines for supervising students with diabetes and for responding to hypoglycemia episodes that is found on the back of this page.

Teacher's Checklist

Hypoglycemia: Guidelines and Procedures

Prevention

- Know your role in supervising students with diabetes in your care, including:
 - Know the specific needs and routines of each student (ensure that you have current information from parents and from the school office).
 - Ensure the safety of students with diabetes during special events you are supervising, such as school trips, parties, intramural sports, etc. (specifically: have emergency glucose on hand, watch for signs of hypoglycemia).
 - Ensure that the student completes all meals/snacks on time during the school day.
 - Know when to contact the parents or school administration regarding potential problems or concerns (e.g. when the student does not finish meals/snacks; after incidents of moderate or severe low blood glucose; signs of high blood glucose; any unusual changes in behaviour or attitude, routines, academic achievement, etc.)



Identification

- Know the names of students with diabetes under your supervision.
- Ensure that students wear diabetes identification during the school day (including during sports and gym activities).
- Know each student's symptoms of low blood glucose.
- Encourage the student to tell you when he/she "feels low."

Treatment/emergency procedures:

- Review emergency procedures (specifically your role) for responding to hypoglycemia episodes (e.g. providing fast-acting sugar for treatment of hypoglycemia).
- Know the location of the student's emergency treatment supplies (e.g. homeroom, phys-ed. office, main office, teacher's room, bus, etc.).
- Permit the student with diabetes to take action to prevent or treat low blood glucose during the school day (allow flexibility in class routine and school rules as required).
- Know the emergency contact procedures (including which school personnel are responsible for contacting parents and/or emergency services).

Know who to turn to

Administrator's Checklist

Guidelines and Procedures

School administrators should meet with the parents of a student with diabetes before classes begin to discuss the following concerns and issues:

Communication/education

Review relevant information in the *Kids with Diabetes in Your Care* resource kit, including the *Standards of Care for Children with Type 1 Diabetes in School* and the *Parent's Checklist* and *Teacher's Checklist*.

Ensure that parents notify the school regarding special needs or changes in their student's health, lifestyle, or diabetes management (typical signs and treatment of low blood glucose, meal and snack times), emergency contact numbers, etc.

In-service training for school staff

Ensure that school personnel in contact with students with diabetes during the school day are adequately prepared to respond effectively to hypoglycemia incidents and other emergency situations (e.g. teachers, substitute teachers, office staff, volunteers, bus drivers, lunchroom supervisors).

Facilitate the in-service training using the *Test Your Diabetes Knowledge Quiz*, *Frequently Asked Questions*, *Teacher's Checklist*, *Signs and Symptoms* and *Emergency Treatment of Hypoglycemia*.

Blood glucose monitoring/insulin concerns

Provide a safe, hygienic and private space in the school for students to perform self-blood-glucose monitoring and insulin injections throughout the school day.

With the assistance of public health department and parents, establish procedures for safe disposal of sharps (injection devices), lancets and testing strips.

Designate a secure, accessible and appropriate place to store insulin, blood glucose testing supplies and emergency food supplies (meals and snacks).

On going communication

Parents should meet with school administration to review and update information in the *Letter of Agreement* and the *Kid with Diabetes Information* card each year or as needed (e.g. changes in teachers or schools, school trips, new information about students' special needs, changes in lifestyle, medication, contact numbers and procedures, etc.).

Parents should provide information about local support and resources for the school e.g. *Test Your Diabetes Knowledge Quiz* for school personnel, etc., found in this resource kit.

Parents should provide further education, training and support for any personnel who are unsure or anxious about their role regarding the supervision and care of students with diabetes.

Prevention, identification and treatment of hypoglycemia

Parents and school administrators should review the key guidelines concerning the prevention, identification and treatment of hypoglycemia in students with diabetes during the school day on the back of this page.



Administrator's Checklist

Hypoglycemia: Guidelines and Procedures

Prevention

School staff must ensure the safety of students with diabetes during special events such as school trips, parties, intramural sports, etc. (specifically: have emergency glucose on hand, watch for signs of hypoglycemia).

School staff should ensure that the student completes all meals/snacks on time during the school day.

Parents should tell the school when to contact them (e.g. when the student does not finish meals/snacks; after incidents of moderate or severe low blood glucose; signs of high blood glucose)

Identification

School staff should know the names of students with diabetes.

Teachers should ensure that the student wears MedicAlert® or other emergency medical identification during the school day (including during sports and gym activities).



Parents should complete the *Kids with Diabetes Information* card found in this booklet, and tell the school about any special needs or concerns regarding the health and care of the student.

Treatment

Parents should supply the school with enough fast-acting sugar for prevention and treatment of hypoglycemia (the school should contact the parents when new supplies are needed).

Ensure that supplies will be stored in safe, accessible location(s) (gym and other sports areas, homeroom, main office, teacher's room, buses, etc.).

School staff will let students with diabetes take action to prevent or treat hypoglycemia during the school day (relax school rules as required).

School staff should help students with diabetes when they experience hypoglycemia, as required.

Emergency procedures

Discuss emergency procedures for treating moderate or severe hypoglycemia.

Make sure that contact names and numbers are up to date for each student.

Post copies of the *Signs, Symptoms and Treatment of Hypoglycemia* two-sided card found in this booklet in the staff room, school office, gym office, etc.

School staff must notify parents immediately after treatment of moderate or severe hypoglycemia.

Know who to turn to



1-800-BANTING (226-8464) www.diabetes.ca

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Parent's Checklist

Guidelines and Procedures

Parents of students with diabetes should meet with a school administrator before the student begins the school year. This checklist contains items to be covered in the meeting. Parents should ask for a meeting of about 30-60 minutes.

- Provide information to the school
- Provide the school with copies of the Canadian Diabetes Association *Kids with Diabetes in Your Care* resource kit.
- Complete the *Kid with Diabetes Information* card found in this booklet, for the school. The card should include specific needs and concerns, signs and treatment of low blood glucose, meal and snack times, emergency contact numbers.
- Review school policies
- Educate teachers and other school staff about type 1 diabetes (especially the role of insulin, diet and exercise) and emergency action for hypoglycemia.
- Parents should urge school administrators to talk about diabetes and the hypoglycemia guidelines with school staff annually.
- Review blood glucose monitoring/insulin concerns
- Ask the school to find a safe, hygienic and private space in the school for students to do their self-blood-glucose monitoring and insulin injections throughout the school day.

- Discuss the need for safe disposal of sharps (injection devices), lancets and testing strips.
- Ask the school to find a safe place to store insulin, syringes, blood glucose testing supplies and emergency food supplies (meals and snacks).

Commit to ongoing communication and education

Meet with school teachers or administrators to review and update information in the *Letter of Agreement* and the *Kid with Diabetes Information* card each year or as needed (e.g. changes in teachers or schools, for school trips, camps and travel, current information about student's special needs, changes in lifestyle, medication, contact numbers)

- Provide information about local support and resources for the school e.g. *Test Your Diabetes Knowledge Quiz* for school personnel, etc., found in this kit.
- Provide education, training and support for any teachers or other school staff who are unsure about their role in caring for students with diabetes.

Prevention, identification and treatment of hypoglycemia

Prevention, identification and treatment of hypoglycemia are the key concerns in taking care of students with diabetes during the school day. See the guidelines for prevention, identification and treatment of hypoglycemia on the back of this page.

Parent's Checklist

Hypoglycemia: Guidelines and Procedures

Prevention

School staff must ensure the safety of students with diabetes during special events such as school trips, parties, intramural sports, etc. (specifically: have emergency glucose on hand, watch for signs of hypoglycemia).

School staff should ensure that the student completes all meals/snacks on time during the school day.

Parents should tell the school when to contact them (e.g. when the student does not finish meals/snacks; after incidents of moderate or severe low blood glucose; signs of high blood glucose, etc.).

Identification

School staff should know the names of students with diabetes.

Teachers should make sure that the student wears MedicAlert® or other emergency medical identification during the school day (including during sports and gym activities).

Parents should complete the *Kids with Diabetes Information* card found in this booklet, and tell the school about any special needs or concerns regarding the health and care of the student.

Treatment

Parents should supply the school with enough fast-acting sugar for prevention and treatment of low blood glucose (the school should contact you when new supplies are needed).

Ensure that supplies will be stored in safe, accessible location(s) (gym and other sports areas, homeroom, main office, teacher's room, buses, etc.). Label food supplies with the student's name and room number.

School staff will let the student with diabetes take action to prevent or treat low blood glucose during the school day (relax school rules as required).

School staff should help students with diabetes when they experience hypoglycemia, as needed.

Emergency procedures

- Discuss emergency steps for treating moderate or severe low blood glucose. Make sure that contact names and numbers are up to date for each student.
- Ask the school to put up a copy of the *Signs, Symptoms and Treatment of Hypoglycemia* two-sided card found in this booklet in the staff room, school office, gym office, etc.
- Ask school staff to call you immediately after treatment of moderate or severe hypoglycemia.

Know who to turn to



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