

Kids with diabetes in your care

Communication/education checklist

Before a student with diabetes begins classes, parents/guardians, teachers and school administrators should meet for about 30 to 60 minutes to review his or her needs. This information review should include essential information from the *Kids with Diabetes in Your Care* Resource Kit about supervising students with diabetes, including:

- ◆ The *Frequently Asked Questions and Answers* section.
- ◆ The *Test Your Diabetes Knowledge* quiz.
- ◆ Canadian Diabetes Association guidelines regarding prevention, identification and emergency procedures/treatment for hypoglycemia episodes from the *Signs, Symptoms and Treatment of Hypoglycemia (Low Blood Glucose)* pull-out card in this booklet.
- ◆ Information about dealing with hypoglycemia (specifically the guidelines in the *Kids with Diabetes in Your Care* Resource Kit, as well as school policies, procedures and expectations regarding the supervision of students with diabetes, how to respond to episodes of hypoglycemia, contacting parents/guardians and related concerns).
- ◆ The general daily routine for the student with diabetes.
- ◆ The completed *Kids with Diabetes* information card.

Parents'/guardians' checklist

- Provide the school with copies of the Canadian Diabetes Association *Kids with Diabetes in Your Care* Resource Kit.
- Complete the *Kids with Diabetes* information card and give it to the school. Be sure to update this information annually and as needed.
- Notify the school regarding special needs or changes in your child's health, lifestyle or diabetes management (e.g. typical signs and treatment of hypoglycemia, meal and snack times), emergency contact numbers, etc.
- Review school policies regarding diabetes.
- Educate teachers and other school staff about diabetes (especially the role of insulin, diet and exercise) and emergency actions for treating hypoglycemia.
- Encourage school administrators to have an in-service presentation for school staff about diabetes and the treatment of hypoglycemia and hyperglycemia.
- Ask the school to find a safe, hygienic and private space in the school for your child to do his/her blood glucose monitoring and insulin injections throughout the school day.
- Discuss the need for safe disposal of sharps, lancets and testing strips.
- Ask the school to find a safe place to store insulin, syringes and blood glucose testing supplies, as well as multiple places to store emergency food supplies (snacks).
- Provide information about local support and resources for the school, including contact information for the Canadian Diabetes Association.

Communication/education checklist, continued

School administrators' and teachers' checklist

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

- Facilitate in-service training.

- 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.

- Establish procedures for the safe disposal of sharps, lancets and testing strips. Designate a secure, accessible and appropriate place to store insulin, blood glucose and testing supplies, as well as multiple places to store emergency food supplies (snacks).

GENERAL NOTES:
