



APH015 APPENDIX F

CLASSROOM TEACHER OF DIABETIC CHILD RESPONSIBILITIES CHECKLIST

Note: This responsibility checklist for the teacher is to be used as age appropriate for the child and in consultation with the administration of the school

- Meet the parent(s), where possible, prior to start of school to gather information related to their child's diabetes.
 - special needs or concerns regarding the health and care of their child
 - typical signs and treatment of low blood glucose .guidelines for meals and snack times
 - when school is to contact parents (e.g., after incidents of moderate or severe low blood glucose, when student does not finish meals/snacks etc.)
 - review school guidelines concerning: causes, prevention, identification and .treatment of hypoglycemia.
- Participate in meeting convened by the principal to in-service staff on the school's protocol for awareness, causes, prevention, identification and treatment of low blood glucose.
- Review with the principal the parent's completed 'Request and Consent -Diabetes Interventions ' form for their diabetic child.
- If volunteer in class, make aware of child with diabetes

TREATMENT/EMERGENCY PROCEDURES:

- Know 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, office, health room etc.).
- Permit the student with diabetes to take action to prevent or treat low blood glucose (allow flexibility in class routine and school rules as required). Allow for washroom breaks and drinks as needed
- Know the emergency contact procedures (including which school personnel are responsible for contacting parents and/or emergency services).
- Inform parents when the supply of fast acting sugar (oral glucose, orange juice, etc.) is running low.
- Identify the child with diabetes to supply teachers and on-call teachers.
- Identify the diabetic child to all teachers, support staff, volunteers etc. that come into the classroom. Review the school's emergency protocol with the mentioned personnel.
- Post the child's 'Emergency Treatment Form' in the classroom where parental approval is received. (Alternate place is in the supply teacher folder).
- Develop open lines of communication and encourage student to inform you when he/she feels the first symptoms of low blood sugar or a general feeling of 'unwellness'. Discuss with child how he/she is to signal you that he/she is experiencing a reaction.



- Where appropriate, discuss diabetes with the class, in age appropriate terms.
- Prepare for the diabetic child during special events such as school trips, parties, athletic activities etc. (specifically: have emergency glucose on hand, watch for signs of hypoglycemia).
- Review emergency plans with other teachers/volunteers before field trips.
- Ensure that the items for blood glucose monitoring and insulin injections are located in a secure and safe place.