



## Administrative Procedures Memorandum

### APH015

### Diabetes Management Guidelines

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**MEMO TO:** Principals, Vice-Principals, Supervisory Officers

**FROM:** Director of Education

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**PURPOSE** The purpose of this administrative procedure is to provide guidelines to help principals, teachers and the school community to support and ensure the safety of children with diabetes.

#### **REFERENCES**

- *The Education Act,*
- PPM 81 (*Provision of Health Support Services in School Settings*),

#### **FORMS**

- Form APH015-01 Request and Consent for Diabetes Interventions
- Form APH015-02 Hypoglycemia Emergency Treatment Form

#### **APPENDICES**

- Appendix A - Emergency Health Procedures Package for Pupils
- Appendix B – Letter Template to Parents – School Guidelines for Diabetes Treatment
- Appendix C – Parent/Guardian Responsibilities Checklist
- Appendix D – Student with Diabetes Responsibilities Checklist
- Appendix E – School Administrators’ Responsibilities Checklist
- Appendix F – Classroom Teacher Responsibilities Checklist
- Appendix G – School Staff Responsibilities Checklist
- Appendix H – School Health Support Services Diabetic Nursing Program

#### **COMMENTS AND GUIDELINES**

The attached “*Diabetes Guidelines*” are based on “Diabetes Management, A Protocol For Schools” developed collaboratively by the Halton District School Board, the Halton Catholic District School Board, Region of Halton Departments of Health and Social and Community Services, Community Care Access Centre of Halton and the Canadian Diabetes Association.

The Waterloo Region District School Board and the Waterloo Catholic District School Board have adapted these guidelines for use in our schools.



Waterloo Catholic  
District School Board



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# Diabetes Management

## Guidelines for Schools

To be used in conjunction with:

- Ministry of Education Policy Program Memorandum #81
- Administrative Procedures Memorandum APH 015



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## Diabetes Management: Guidelines for Schools

### A. Introduction

Diabetes mellitus is a disease resulting from a lack of insulin action. Insulin is a hormone produced by the pancreas. Without insulin, carbohydrates (starch and sugars) in the food we eat cannot be converted into the energy (called blood glucose or "blood sugar"<sup>1</sup>) required to sustain life. Instead, unused glucose accumulates in the blood and spills out into the urine.

The majority of people with diabetes develop the problem in adulthood. They can still produce some insulin and may be able to control their diabetes by diet alone or with oral medication.

Children and adolescents with diabetes are different; they are unable to make any insulin and must take insulin injections each day.

At this time, no one knows why children and adolescents develop diabetes. It is known, however, that this disease is not the result of poor eating habits nor is it infectious.

### B. Philosophy of Diabetes Management

The ultimate goal of diabetes management within the school setting is to have the child be independent with their care. This independence includes the specific management of diet, activity, medication (insulin) and blood sugar testing, as required. Independence of care also includes the development of self-advocacy skills and a circle of support among persons who understand the disease and can provide assistance as needed.

Children are diagnosed with diabetes at various stages of their lives. Some will be very young, and others older and more mature, some will have special needs. The goal for all of these children is to become as independent as possible, as soon as possible in managing their diabetes. The school role is to provide **support** as the child moves from dependence to independence and to create a supportive environment in which this transition can occur.

Nevertheless, the ultimate responsibility for diabetes management rests with the family and the child.

It is important that the school develop awareness activities emergency procedures for teachers who have a child with diabetes in their class. Sample forms are contained in the appendix of this document.

### C. General Information

"Managing diabetes is a full time job for the family and student with diabetes. Teachers and school personnel are in a very special position, and their understanding of the unique needs of the student with diabetes is important. " – Jim Whitson, Chair – Ontario Division, Education Task Force, Canadian Diabetes Association

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<sup>1</sup> The terms 'blood glucose' and 'blood sugar' are interchangeable



School-aged children with Type 1 diabetes spend 30 to 35 hours a week in the school setting. This represents more than half of their waking weekday hours. School personnel can support a student with diabetes by learning about the disease and by having frequent, open communication with parents and the child. This will help to reduce apprehension and anxiety in the child and parent, provide a positive attitude toward the child's participation in school activities and contribute to the student's well-being.

When the blood glucose is in proper balance, the child or adolescent will behave and achieve as others. In terms of academic performance, physical activity, behaviour and attendance at school, the teacher's expectations of students should be the same as if he or she did not have diabetes.

#### **D. Emergency Versus Non-Emergency**

It is important to distinguish between non-emergency and emergency situations.

##### **Non-Emergency Situations**

In non-emergency situations, including routine care, students with diabetes or their parents will administer the insulin injections.

##### **Emergency Situations (Life Threatening)**

In emergency, life-threatening situations, where a student suffering from low blood sugar is unable to self-administer the appropriate treatment because they are unresponsive or unconscious, the response of school staff shall be a 911 call for Emergency Medical Services.

Glycogen injections (Glucagon) in these situations will not be administered by school staff.

Emergency Medical Services personnel require the following, if available:

- student's name
- date of birth
- OHIP number
- emergency contact information
- medical history -available on the OSOR card and the Emergency Treatment Form
- observations about what the student was doing prior to the event
- medications and any treatment prior to EMS arrival.

#### **E. Definitions: Three Main Types of Diabetes**

**Type 1 Diabetes** usually affects children and adolescents and is the focus of this document. In Type 1 Diabetes, the pancreas is unable to produce insulin and injections of insulin are essential.

**Type 2 Diabetes** comprises 90% of diabetes in Canada. It usually develops in adulthood, although recently increasing numbers of children in high-risk populations are being diagnosed. In Type 2 diabetes the pancreas may produce some insulin, but the body is unable to use the insulin that is produced effectively. Type 2 diabetes may be controlled with



diet and exercise or with oral medication. Eventually, people with Type 2 Diabetes may need insulin.

**Gestational Diabetes** affects 4% of pregnant women and usually goes away after the baby is born.

## **Type 1 Diabetes -The Balancing Act**

### a) Overview

The treatment of diabetes is a balancing act. Food on the one side increases the amount of glucose in the blood. Exercise and insulin on the other side lower the blood glucose level by allowing the glucose to be used for energy.

The goal of the balancing act is to keep the blood glucose levels in a healthy range.

The student's doctor determines the target range for each individual child. The parents should inform the school staff of the child's optimal levels if the child is not independent with diabetes management. Most students will be aware of their blood sugar targets.

### b) Why is it so important to achieve optimal blood sugar control?

Recent research (Diabetes Control and Complications Trial (DCCT) -1993 and the United Kingdom Prospective Diabetes Study (UKPDS) -1995) has provided evidence that good blood sugar control can reduce the risk of complications.

Such complications -kidney disease, blindness, limb amputation and sexual dysfunction not only take their toll in human suffering but cost Canada's health care system over 9 billion dollars annually for direct and indirect health care services.

## **F. Issues of Concern**

### **i. Adjustment Period After Diagnosis**

When a child has recently been diagnosed with diabetes, the parents usually feel shocked and scared. They also may feel numb, sad, guilty and angry. The fact that diabetes is a serious disease with significant complications and that their child will have to live with the complexities of its management for the rest of their lives ( or until a cure is found) is quite overwhelming. The first year after diagnosis may be difficult while the family and student works with the Diabetes Health Care Team to adjust to all they have to learn and do to cope with life with diabetes.

School personnel can help by:

- Learning as much as possible about diabetes at <http://www.diabetes.ca>
- Communicating openly with parents
- Providing special considerations as suggested in the Canadian Diabetes Association publications, "Kids with Diabetes in School" and "Kids with Diabetes in Your Care"
- Helping other students in the class understand diabetes. This might be done by the parent, the Canadian Diabetes Association, or the student himself or herself.



## ii. Independence Versus Protection

Parents and school personnel need to protect the child while encouraging him or her to develop independent diabetes management skills. Children must learn to manage their own diabetes. They can do it. Even very young children can share the work of managing diabetes. How much a student can do depends on his or her age, how long he or she has had diabetes and any disabilities or special needs.

## iii. Hypoglycemia (Low Blood Glucose) – An Emergency

Hypoglycemia is an emergency situation caused by LOW blood sugar. The situation can develop within minutes of the child appearing healthy and normal.

Mild to moderate hypoglycemia is common in the school setting. School personnel need to know the causes, symptoms and treatment of hypoglycemia. Symptoms of mild to moderate hypoglycemia can be misinterpreted by school personnel. The nature of the emergency is often misunderstood, placing a student at serious risk. The following chart is a guide to be consulted.

<b>Causes</b>	<b>Symptoms</b>	<b>Treatment</b>
<p>Low blood glucose usually develops as a result of one or more of the following:</p> <ul style="list-style-type: none"> <li>• insufficient food due to delayed or missed meal</li> <li>• more exercise or activity than usual without a corresponding increase in food; and/or</li> <li>• too much insulin</li> </ul>	<p>A person who is experiencing hypoglycemia will exhibit some of the following signs:</p> <ul style="list-style-type: none"> <li>• cold, clammy or sweaty skin</li> <li>• pallor</li> <li>• shakiness, lack of coordination (e.g. deterioration in writing or printing skills)</li> <li>• irritability, hostility, and poor behaviour</li> <li>• a staggering gait</li> <li>• eventually fainting and</li> <li>• unconsciousness</li> </ul> <p>In addition the child may complain of:</p> <ul style="list-style-type: none"> <li>• nervousness.</li> <li>• excessive hunger</li> <li>• headache</li> <li>• blurred vision and dizziness</li> <li>• abdominal pain and nausea</li> </ul>	<p>It is imperative at the first sign of hypoglycemia you give sugar immediately.</p> <p>If the parents have not provided you with more specific instructions which can be readily complied with, give:</p> <ul style="list-style-type: none"> <li>• 4 oz/125 ml of regular pop (not diet pop); or</li> <li>• 4 oz./125 ml of fruit juice; or</li> <li>• 2 teaspoons/10 ml or 2 packets of sugar; or 2 glucose tablets; or</li> <li>• 2 teaspoons/10 ml honey</li> </ul>

Severe Hypoglycemia will occur in 3-8/100 students with diabetes per year and occur most commonly at night. Severe hypoglycemia is rare in the school setting.

In severe hypoglycemia, the student may be unconscious or conscious. There may be seizures.

If the student is unconscious, having a seizure or unable to swallow, do not give food or drink.

- Roll the student on his/her side
- Call 911 or emergency medical services



- Inform parents or guardians
- It may take some coaxing to get the child to eat or drink but you must insist.
- If there is no noticeable improvement in about 10 to 15 minutes repeat the treatment.

When the child's condition improves, he or she should be given solid food. This will usually be in the form of the child's next regular meal or snack.

Until the child is fully recovered he or she should not be left unsupervised. Once the recovery is complete the child can resume regular class work. If, however, it is decided that the child should be sent home, it is imperative that a responsible person accompany him or her.

- Parents should be notified of all incidents of hypoglycemia. Repeated low blood glucose levels are undesirable and unnecessary and should be drawn to the parent's attention so that they can discuss the problem with their doctor.
- If unsure whether the child is hypoglycemic, always give sugar! A temporary excess of sugar will not harm the child but hypoglycemia is potentially serious.

**Do not give food or drink if the child is unconscious. Roll the child on his/her side and seek medical assistance immediately.**

#### **iv. Glycogen (Glucagon)**

Glycogen is an emergency drug that is used to treat hypoglycemia. It should only be used under the direction of a physician. Glycogen is a naturally occurring substance produced by the pancreas and it enables a person to produce his or her own blood glucose to correct a hypoglycemic state.

School staff should be educated about the potential for hypoglycemia in a student with diabetes; however, school staff will not be giving glycogen injections.

In an emergency situation, where a student is severely hypoglycemic, a glycogen injection may be done by trained EMS paramedics. It is important to note that hypoglycemia presenting in a school setting would not normally be an immediate life-threatening condition -that is, ambulances with advanced care paramedics can respond immediately. Paramedics will make the proper assessment and provide treatment, as required. For specific guidelines for sports, field trips and other co- instructional activities, please see page 10.

#### **v. Hyperglycemia – High Blood Glucose**

Hyperglycemia is not an emergency condition requiring immediate treatment. However, prevention of hyperglycemia is key to delaying or avoiding serious complications. The parents and the child's physician need to be aware of persistent hyperglycemia.

In the classroom, the behaviour of students with hyperglycemia may be taken for misbehaviour (i.e. frequent requests to go to the bathroom or requests for frequent drinks)

#### **vi. Interference With School Activities**



### High Blood Glucose

Children with diabetes sometimes experience high blood glucose. The earliest and most obvious symptoms of high blood glucose are increased thirst and urination. If noticed, these should be communicated to the parents to assist them in the long-term treatment. They are not emergencies that require immediate treatment.

#### Causes

High blood glucose often develops as a result of one or more of the following:

- too much food;
- less than the usual amount of activity;
- not enough insulin; and/or
- illness.

Many times, however, there does not seem to be an obvious explanation.

Kids With Diabetes In Your Care – Canadian Diabetes Association

When blood sugar levels are outside the target range (i.e. hypoglycemia or hyperglycemia) the student's learning, behaviour and participation may be affected.

Hyperglycemia and hypoglycemia may also affect the students' behaviour. However, having diabetes is not an excuse for inappropriate behaviour .

## **G. Blood Glucose Self-Monitoring: Testing Blood Sugar**

### **1. Why do it?**

Self-Monitoring of Blood Glucose is mandatory for achieving the target blood sugar levels.

Blood sugar levels will change with eating, physical activity, stress, or illness. Sometimes the blood sugar fluctuates for no apparent reason.

#### **Knowing blood sugar levels will:**

- ✓ Help the student understand the balance of food, insulin and exercise
- ✓ Help the doctor adjust insulin and food
- ✓ Help avoid the consequences of hypoglycemia and hyperglycemia.
- ✓ Monitoring will give early warning without waiting for the onset of symptoms.

### **2. Equipment**

- ✓ A small meter, which runs on batteries (There are various meters on the market)
- ✓ Test strips
- ✓ Lancet device
- ✓ Lancets
- ✓ Logbook



### **3. Procedure for Blood Glucose Monitoring (to be done by the student or guardian)**

- ✓ The student washes hands with warm water and soap
- ✓ Inserts a lancet in the lancet device
- ✓ Places a test strip in the meter
- ✓ Pokes the side of the fingertip and obtains a drop of blood
- ✓ Places the blood on the area indicated on the test strip
- ✓ Waits for 5 to 45 seconds, depending upon the meter
- ✓ Notes the reading and records in log book or automatically recorded in meter

Timing varies with the individual and is done according to the advice of the child's physician and parents. Usually the blood glucose is tested before meals, before bed and before/during/after exercise.

### **4. Ketone Monitoring**

This monitoring is not usually done daily as with blood glucose testing. However, some students with diabetes monitor their ketone levels according to guidelines prescribed by their healthcare professional. Teachers and other school personnel have no responsibilities in the actual procedure.

However, it is important for the teacher:

- a) To understand and accommodate the student who needs to monitor ketones.
- b) To call the parents immediately if any student with diabetes becomes ill, especially with vomiting (see #5 below)

### **5. What Teachers Should Know About Ketones:**

- a) Hyperglycemia (see High Blood Glucose) may result in ketones in the blood and urine.
- b) In hyperglycemia, glucose stays in the blood and the body cannot use it for fuel. The body then breaks down fat for fuel. This process produces ketones as a by-product. If ketone levels continue to rise the blood becomes acidic.
- c) Rising ketone levels can spiral into the potentially dangerous condition known as Diabetic ketoacidosis (DKA).
- d) Left untreated DKA can kill.
- e) DKA usually develops over several days, but frequent vomiting can cause the ketones to build up in just a few hours.



- f) The flu and stomach viruses are common contributors to D KA.
- g) Students on insulin pumps develop DKA more quickly than if they were using injected insulin.
- h) High blood glucose plus ketones may mean that the student needs more insulin than their usual regimen calls for.
- i) Each student should have individualized guidelines explaining how to handle sick days and what to do if ketones are on the rise.

Example:

"...Pieter Van Staaldhuizen, a ten year old with type 1 diabetes, felt dizzy while sitting in class at his school in Calgary. With the strips he carries with him at all times, Pieter went to the bathroom and used one of the strips to test his urine. Sure enough, his ketone levels were high.

He called his father, who left work and drove to Pieter's school, gave him a shot of insulin, hung around for a while, then checked Pieter's ketone levels again. Normal range. Father and son went their separate ways, having nipped a potentially serious complication of type 1 diabetes in the bud. "

Diabetes Dialogue, Winter 2001; Volume 47 No.4

## H. Insulin Injections

Recent advances in medical devices allow people with diabetes to choose the way they administer their insulin:

- ✓ Conventional syringe and vial method
- ✓ Insulin pen
- ✓ Insulin pump

Most insulin injections are administered outside school hours -before breakfast and supper and at bedtime. However, the insulin regimen varies with the individual and some students do require an insulin injection before lunch.

## I. Student Responsibility for Diabetes Management

If a student is not taking responsibility for his or her diabetes care it may be due to other factors, such as language, cognitive ability, maturity level, behavioural issues and psychosocial barriers. This calls for communication between parents, teachers and possibly other professionals.

## J. Sports and Co-Instructional Activities

Children with diabetes should be encouraged to participate in as many activities as they choose. They should not be excluded from school field trips. School sports and other co-instructional activities can promote self-esteem and a sense of well-being.

For children who wish to participate in vigorous physical activity, good planning is essential so that the blood glucose balance is maintained. The major risk of unplanned vigorous activity is low blood glucose. This can be prevented by eating additional food.

Parents should be notified of special days that involve extra activity so that they can ensure that the child has extra food to compensate.



Sports or other activities that take place during mealtime require extra planning. Timing of meals and snacks may be varied and the insulin dose adjusted so that children with diabetes can safely participate.

It is advisable that both the parent and the child with diabetes carry some form of fast-acting sugar such as glucose tablets or juice boxes on outings or sports events.

It is critical that the child's teachers, especially Physical Education teachers and coaches, are familiar with the symptoms, treatment and prevention of hypoglycemia.



## APH015 APPENDIX A

### EMERGENCY HEALTH PROCEDURES PACKAGES FOR NEW PUPILS

- Letter to Parents (APH015 APPENDIX B)
- Request and Consent Form (Form APH015-01)
- Hypoglycemia Emergency Treatment Forms ( 3 copies) (FORM APH015-02)
- Parent Responsibility Checklist (APH015 APPENDIX C)
- Student with Diabetes Responsibility Checklist (APH015 APPENDIX D)
- School Administrator Responsibility Checklist (APH015 APPENDIX E)
- Classroom Teacher Responsibility Checklist (APH015 APPENDIX F)



### Sample Letter Template to Parents/Guardians

Date:

Dear Parents/Guardians:

#### **RE: SCHOOL GUIDELINES FOR DIABETES TREATMENT**

To be prepared for your child's diabetic needs and in case of low blood glucose during the school day, please refer to the attached information and forms.

***Request and Consent -Diabetes Interventions***

Please read through this form and complete the appropriate sections. Return the form to your child's school principal prior to your child's start of school.

***Type 1 Diabetes: Hypoglycemia Emergency Treatment Form***

Please complete three (3) copies of this form with a recent photo of your child (minimum 2"x3" head and shoulder shot). These forms will be posted in the staff room, health room and other appropriate locations in the school.

***Parent/Guardian Responsibilities Checklist***

Please review your responsibilities outlined on the checklist. If you have any questions, please contact the school principal.

***Student Responsibilities Checklist***

Please review the contents with your child.

Call the school to arrange a meeting with your school principal and your child's classroom teacher prior to your child beginning school. Working together, we endeavour to provide the safest possible learning environment for your child.

Sincerely,

Principal



Form APH015-01

**REQUEST AND CONSENT  
DIABETES INTERVENTIONS**

Student's Name:

Birth Date:

Teacher:

Address:

I/WE/Parents/Guardians understand that:

- a) Teachers and principals and other school staff are not health professionals and have no more information about the medical condition of your child other than that which has been provided to them in writing by yourself or by the child's doctor. They are not experts in recognizing the symptoms of your child's medical condition or in treating it.
- b) To the extent he/she is able, your child has been trained by you or by health professionals, to recognize his/her own need for intervention/medication and to respond to it by requesting intervention or by self-administering the appropriate medication.
- c) Where practical, your child is responsible for the necessary medication and apparatus.
- d) We are responsible for ensuring that:
  - there is a supply of fast acting sugar (oral glucose/orange juice etc.) at the school (provided by the guardians)
  - blood glucose monitoring items are contained in a safe container, labelled with your child's name, for transport and storage in class
  - insulin injection items are contained in a safe container, labelled with your child's name
  - we have informed the teacher that for incidents relating to the diabetes you wish to be contacted
- e) List the diabetes related incidents where you want school staff to contact you:

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**PLEASE NOTE: Neither the school administrator nor the staff is responsible for:**

- insulin injections
- storing of insulin overnight
- reading blood glucose count
- providing a supply of fast acting sugar ( oral glucose, orange juice, etc. )
- Glycogen (Glucagon)

In the event of an emergency (severe hypoglycemia incident), I authorize the school staff identified to obtain emergency services and to authorize such emergency treatments as is necessary. I agree to assume responsibility for all costs associated with medical treatment.

I/we give permission that the hypoglycemia Emergency Treatment Form with the picture of my child can be posted in appropriate locations in the school.

I have reviewed the Diabetes Management Parent and Child Responsibilities and the School Responsibilities in the package.

Parent: \_\_\_\_\_

Date: \_\_\_\_\_



**HYPOGLYCEMIA EMERGENCY TREATMENT FORM**

**Student's Name:**

**Classroom Teacher:**

**PARENT/EMERGENCY CONTACTS**

**Parent Name:**

**Home Telephone:**

**Parent Name:**

**Home Telephone:**

**Student  
Picture**

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**EMERGENCY TREATMENT FOR HYPOGLYCEMIA**

**SIGNS AND SYMPTOMS:**

Sweating                      Trembling                      Dizziness                      Mood changes  
Hunger                      Headaches                      Blurred Vision                      Extreme tiredness/paleness

Other, please specify:

**OPTIMUM LEVEL (RANGE) OF BLOOD SUGAR is:**

**Location of Sugar Treatment WITH STUDENT:                      OTHER:**

**WHEN IN DOUBT – TREAT**

**SELECT ONE TREATMENT, PROVIDED BY PARENT, FROM THE FOLLOWING:**

- 4 oz. (125 mL) of fruit juice/drink (junior juice box) OR regular pop (not diet pop) OR
- 2-4 glucose tabs OR
- 2-3 tsp (1-15 mL) of sugar (2-3 packets) OR
- 2-3 tsp. (10 -15 mL) of honey
- OTHER \_\_\_\_\_



### **CALL PARENTS TO INFORM THEM**

Wait 10 -15 minutes. If there is no improvement, repeat the above treatment.

### **DO NOT LEAVE THE STUDENT ALONE.**

If the student is unconscious, having a seizure or unable to swallow **DO NOT** give food or drink

- \*Roll the student on his/her side
- \*Call 911
- \*Inform parents or guardians



## PARENTS'/GUARDIANS' RESPONSIBILITIES CHECKLIST

- Inform the school of their child's diabetes.
- Meet with the school administration and appropriate school staff, e.g. classroom teacher, prior to the child's first day of school and provide information related to their child's diabetic condition including:
  - Special needs or concerns regarding the health and care of their child
  - Typical signs and treatment of low blood glucose
  - Times for meals and snack times
  - When the school is to contact parents, e.g. after incidents of moderate or severe low blood glucose, etc.
  - Review school guidelines concerning causes, prevention, identification and treatment of hypoglycemia and include highlighted special signs or characteristics for their child
- Complete the following forms and submit them to the school principal before your child's first day of school:
  - Request and Consent -Diabetes Interventions form
  - 3 copies of the Type 1 Diabetes-Hypoglycemia Emergency Treatment form
- Inform school administration regarding changes in their child's health, lifestyle, diabetes procedures, management and emergency contact numbers on an on-going basis
- Provide and maintain a supply of fast-acting sugar, e.g. oral glucose, orange juice, etc. at the school
- Provide a safe container for blood glucose monitoring items and insulin injection items and medication labeled with your child's name for transport and storage requirements
- Teach your child:
  - the importance of wearing a diabetes identification, Medic Alert, at all times
  - age appropriate understanding of the causes, identification, prevention and treatment of low blood glucose
  - to recognize the first symptoms of low blood glucose
  - to communicate clearly to adults/those in authority that he or she has diabetes and when feeling a reaction starting or a general feeling of not feeling well
  - to be responsible for all treatment apparatus, including proper disposal .to eat only foods approved by parents
  - to take as much responsibility as possible for his or her own safety.



### STUDENT WITH DIABETES RESPONSIBILITIES CHECKLIST

- Wears his/her Medic Alert identification at all times during the school day.
- Has age appropriate understanding of his/her diabetes.
- Recognizes symptoms of a low blood sugar reaction and can take age-appropriate action to treat the symptoms.
- Takes responsibility for proper eating habits.
- Takes responsibility for bringing and looking after his/her blood glucose monitoring and insulin injection apparatus, including proper disposal.
- Has an age-appropriate understanding of how to administer the blood glucose monitoring system, blood testing, insulin injection, safe disposal of lancets and needles.
- Takes age-appropriate responsibility in providing self-administration of appropriate low blood glucose treatment.
- Promptly informs an adult that he/she has diabetes as soon as symptoms appear or when experiencing a general feeling of not feeling well.



## School Administrators' Responsibilities Checklist

### Administrative And Operational Procedures:

- Process in place, to facilitate parents receiving, completing and returning the following forms prior to the child's first day of school (when possible):
  - Request and Consent -Diabetes Interventions
  - Type 1 Diabetes -Hypoglycemia Emergency Treatment Form (3)
  - Introductory information letter to parents. (not to be returned)
  - Parent/Guardian Responsibility For Their Diabetic Child (not to be returned)
  - Student Responsibility for Diabetes Condition (not to be returned)
- During registration dates throughout the school year – provide parents of child(ren) who indicate their child has diabetes – copies of the above information forms and forms to complete.
- Survey parents in September newsletter for children who have diabetes and have not identified their child to the principal to do so immediately.
- Provide the Board's Transportation Department with a list of students with diabetes riding the school bus. Complete and send required form as soon as reasonably possible.
- Receive and review the completed 'Request and Consent – Diabetes Interventions' form for the child with diabetes and from the information develop a plan of action using the Board's/school's diabetes protocol along with the child's parents and classroom teacher.

### Awareness and Communication:

- Convene a meeting with parents of the child with diabetes, and appropriate school staff (classroom teacher, subject teachers etc.) to gather medical information related to the diabetic condition:
  - special needs or concerns regarding the health and care of the child
  - typical signs and treatment of low blood glucose
  - guidelines for meals and snack times
  - when the school is to contact the parents (e.g. after incidents of moderate or low blood glucose, low reading on the glucose blood monitoring, not finishing meals/snacks.)
  - review the school guidelines concerning: causes, prevention, identification and treatment of hypoglycemia.
- Convene a meeting ( early in school year) of all school staff to identify students with diabetes and outline the Board's/school's protocol for identification, prevention and treatment of low blood glucose (hypoglycemia).
- Provide in-service training for school staff to prepare those involved to respond effectively to hypoglycemia incidents and other emergency situations.
- Ensure process in place where a student with diabetes, new to the school or newly diagnosed, arrives at the school during mid-term is identified to all school staff



- Ensure that the diabetic child's Emergency Treatment Forms are posted in required locations (staff room, health room, classroom etc.)
- Provide teachers with resources (human, video, print etc.) to assist their efforts in making the students in their class aware of what diabetes is.
- Inform School Council of school diabetes protocol to increase community awareness of diabetes and board protocol for management
- The School will make a referral to CCAC School Health Support Services, when situations warrant

### **Blood Glucose Monitoring/Insulin Injection**

- 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 including in classroom as appropriate.
- Provide for suitable supervision for students (where necessary).
- Follow Board procedures for safe disposal of sharps (injection devices), lancets and testing strips.
- Follow Universal Precautions for blood and bodily fluid protocol where applicable.
- Awareness of ketone monitoring

### **Treatment:**

#### **Diet Requirements:**

- Provide for a secure, accessible and appropriate place to store emergency food supplies (oral glucose, orange juice etc.), throughout the school (e.g. homeroom, gym, principal's office etc.)
- Provide opportunities for fast acting sources of sugar to be taken by students anywhere on school property, on buses or during school sanctioned activities. (School rules may have to be relaxed)
- Endeavor to ensure that students eat all meals and snacks fully and on time. Be flexible with time requirements for eating – child with diabetes may need more time
- Provide for communication to parents, where requested, if child is unable to eat or when student does not finish meal.
- Provide procedures to communicate to parents when new supplies of fast acting sugar are required.

#### **Emergency Procedures:**

Procedure in place where appropriate school staff contact parents:

- immediately after treatment of moderate or severe low blood glucose
- when student is unable to eat or vomits

- Ensure that contact names and numbers are kept up to date for each student
- Follow the emergency treatment protocol as outlined on the Type 1 Diabetes – Hypoglycemia
- Emergency Treatment Form.
- Simulate a hypoglycemia emergency – similar to a fire drill – to ensure that all elements of the emergency treatment plan is in place and that everyone knows their role and what to do.



## 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.



### SCHOOL STAFF RESPONSIBILITIES CHECKLIST

- Attend diabetes information meeting convened by the principal.
- Be able to identify students with diabetes in the school – be familiar with names and faces.
- Be familiar with the school's Hypoglycemia Emergency Treatment Form
- Know the names of the school's first aid providers and location of the first aid station.



## School Health Support Services Diabetic Nursing Program

The school health diabetic nursing program is funded through the Waterloo Wellington Community Care Access Center and provided by local nursing agencies. Diabetic Education Centers at our local hospitals and families are important partners in this program. This program enables nurses to provide nursing visits during regular school days for school children with diabetes.

In order to provide the best care possible for your child at school, the school diabetic nurses need your help and assistance in ensuring we all work together. We have created this letter to ensure understanding between parents, nurses and the schools when the school health nursing program is engaged to provide care to your child.

### **Expectations of Families participating in the School Health Nursing Program:**

#### **How do the School Health nurses receive orders (including updates) for my child?**

- Registered Nurses are only able to receive **medical orders from a physician or Nurse Practitioner. The orders must contain specific parameters regarding insulin dosages.**
- Registered Nurses can receive these written orders signed by the Physician or Nurse PR actioner from the parents or directly from the physician or diabetic education clinic
- It is the parents' responsibility to ensure the nursing agency is updated the same day that orders are changed.

#### **What supplies are to be sent to school?**

- Sharps container (parents can pick them up at any local pharmacy and can return to the pharmacy for disposal when full)
- Lancets have to be disposed of in a sharps container. The CCAC's school health nursing program recommends this be completed at home before or after school.
- If your child is unable to inject themselves, the Registered Nurses must use "Auto Shield" needles for health and safety reasons. Ask your diabetic educator where to purchase these needles.
- Urine strips must be supplied by parents and replenished as needed for the school health nurse to use.
- Ketone strips must be supplied for children on pumps and must be replenished by parents as needed.

## DIABETES CHECKLIST FOR INDEPENDENCE

- Glucometer must be supplied by parents. Your child is expected to be carrying the meter and must have strips and extra batteries available.
- Insulin Pen must be supplied by parents for those on injections. Your child is expected to be carrying their insulin pen/ kit. Insulin pens/kits must include an extra cartridge of insulin.

### **Role of the Parent:**

- A logbook or communication book for use between the school nurse and the parent must be utilized so that Blood Glucose (BG's) and any concerns (supplies running low, juice box was used, etc.) can be added into the book. This book must go back and forth on a daily basis and is to be used by parents and the school diabetic nurse.
- Treatment for lows/ emergency diabetes kit must be provided by parents for the child at school with clear direction regarding how much carb is required to treat a low for school staff.
- Each specific food item provided in your child's lunch must have a carb count attached to it either on a list such as a recipe card or with a sticker placed on the item of food.
- The standard of care for school diabetic nurses is that insulin will be given after your child has eaten their lunch unless otherwise instructed by physician, nurse practitioner or the diabetic education clinic nurse

### **When you will be contacted for management and planning of your child's diabetes while at school:**

- If there are lows under 2
- When your child has more than 2 lows/ day
- If blood sugars are greater than 20

### **When you will be contacted to pick up your child from school:**

- If you are on a pump and the blood sugars are over 16, and there are ketones detected, you will be notified to come to the school and manage this potential high risk situation
- If your child is on an insulin pen or insulin injections and the blood sugar is over 20 and they have signs and symptoms of vomiting and/or lethargy, parents will be called to pick up their child. If this is not possible, the school will engage the child's emergency plan which will include calling 911 to access appropriate care.
- If your child is on an insulin pen or insulin injections and your child is not responding to treatment, you will be called to come and pick up your child at the school. If this is not possible, the school will engage the child's emergency plan which will include calling 911 to access appropriate care.
- Parents whose children who are on pumps will be called to pick up their child at school if there are site or pump issues. The school nurse will not have orders to correct this issue. The school nurse will not change infusion sets or give insulin via pen/ syringe in this situation
- The School nurse will not be able to trouble shoot pump issues such as using the bolus wizard to give injections, or modifying delivery systems, etc. In the event that the bolus cannot be given through the pump, the school nurse is not expected to calculate doses to be given by injection.

## DIABETES CHECKLIST FOR INDEPENDENCE

Parents or an alternate caregiver are expected to come and pick up their child from school. If this is not possible, the school will engage the emergency plan for the child which will include calling 911 to access appropriate care.

### **Rights of a Student with Diabetes:**

- Being able to use the washroom and go out for drinks as needed
- Eat in the classroom with the other children \*
- Have their blood sugar tested in their classroom if needed ( including having meters and sharps containers available and safely stored)
- The student has the right to have available treatment for lows (such as juice, dex tablets, jelly beans, skittles, etc.) in the classroom
- The school must provide a safe place for the student to perform diabetic care if not comfortable in the classroom
- The child has the right to advise adults in the school that they are not feeling well and to request assistance of responsible adults in the school

\*Collaboration with the school is important to ensure the supervision needs of the child are met

### **What the nurses will do:**

- Support and teach children to become independent with their diabetic care
- Communicate with families, schools and the medical team regarding the child's care
- Deliver competent diabetic nursing care at prescribed times during the regular school day