

HALTON CATHOLIC DISTRICT SCHOOL BOARD

**DIABETES PACKAGE
FOR
PARENTS/GUARDIANS
SECONDARY SCHOOLS**

JUNE 2008

PARENT/GUARDIAN INFORMATION AND RESPONSIBILITIES
DIABETES MANAGEMENT PROTOCOL

A collaborative effort of the Halton Catholic District School Board, the Halton District School Board, Halton Regional Health Department and the Trillium Paediatric Diabetes Health Care Centre has developed a Diabetes Management Protocol along with resources for school sites to manage and accommodate students diagnosed with type 1 diabetes.

Some initiatives of the Halton Catholic District School Board :

- Development of a HCDSB Diabetes Management – A Protocol for Schools (Accessible on the Board’s website)
- Development of resource tools to assist school administrators and teachers in implementing the Diabetes Management protocol in collaboration with Trillium Paediatric Diabetes Health Care Centre.
- Providing information, resources and training to its school administrators and teachers on managing and accommodating students with type 1 diabetes.

Some Responsibilities of Schools under the Diabetes Management Protocol:

- A process is in place where students with Type 1 Diabetes are identified to administrator(s) and school staff.
- Implement the Board’s Diabetes Management protocol
 - When appropriate to convene a meeting with parents, Paediatric Diabetes Educator or a health professional from the local Community Care Access Centre, school staff (e.g. classroom teacher, coach) to provide information on the child’s needs and accommodations and develop a plan for the student.
 - Provide in service training to school staff to prepare those involved to respond effectively to low blood sugar - hypoglycaemia incidents and other emergency situations.
 - Process in place to identify student(s) with diabetes to all those who come in direct contact with the student (e.g. on call teachers, Occasional teachers.)
- **Blood Glucose Monitoring/Insulin Injection**
 - A safe, hygienic location in the school to be provided for students to perform self-blood-glucose monitoring and insulin injections throughout the day.
 - Supervision by staff provided commensurate with the students ability by school staff, as requested by parents, when student is checking blood sugar levels and insulin injection.

PLEASE NOTE:

School Administration and/or school staff do **NOT**:

- Administer insulin syringe injections.
 - Administer glucagon syringe injections
 - Push the release button on the insulin pump (e.g. Manually provide a bolus dose (a burst of insulin) prior to the student eating.)
 - Storing of insulin overnight.
 - Determine procedures for low blood glucose count.
 - Provide a supply of fast acting sugar (e.g. oral glucose, orange juice).
- **Diet requirements**
 - A secure, accessible and appropriate place to store emergency fast acting sugar supplies (oral glucose, orange juice etc.) will be provided at the school site.
 - Opportunities provided for fast acting sources of sugar to be taken by students at all times during school day or during school sanctioned activities.
 - Procedures will be in place to communicate to parents when new supplies of fast acting sugar are required.
 - **Emergency Procedures:**
 - The emergency treatment protocol as outlined on the Type 1 Diabetes-Hypoglycemia Emergency Treatment Form is to be followed.

Responsibilities of Parent/Guardians:

In order for the schools to provide a safe and nurturing learning environment for the students and to act in the best interest of your child we invite and welcome your cooperation and support by implementing the following:

- Inform the school of your child's type 1 diabetes.
- Complete the following forms (located in this package) and submit the forms to the school administrator before your child's first day of school (last week of August).
 - HYPOGLYCEMIA – EMERGENCY ACTION PLAN
 - REQUEST AND CONSENT FOR THE ADMINISTRATION OF PRESCRIBED MEDICATION ? (Sample form presently being developed)
- When appropriate meet with the school administration and appropriate school staff and provide information related to your child's diabetic condition.
- ***If school intervention is needed for your child to manage their type 1 diabetes, by school staff, (e.g. during blood sugar checking, insulin taking) communicate your request to school administrator.***
- Inform school administration regarding changes to your child's health, lifestyle, diabetes procedures, management and emergency contact numbers when appropriate.
- Where appropriate provide and maintain a supply of fast-acting sugar at the school.

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- Blood glucose monitoring items and insulin injection items and medication should be in a clearly labelled (student's name, address) container.
- **Inform your teen:**
 - The importance of wearing a medic alert identification at all times
 - The causes, symptoms, prevention and treatment of low blood sugar – hypoglycaemia and high blood sugar – hyperglycaemia.
 - How to administer the blood glucose monitoring system, blood testing, insulin injection, safe disposal of lancets and needles, how to manage with and use appropriately the insulin pump (e.g. administering a bolus dose).
 - How to communicate clearly to adults/those in authority that he/she has diabetes, when feeling a reaction or general feeling of unwellness.
 - To be responsible for all treatment apparatus, including proper disposal of sharps.
 - About their responsibilities outlined in the following Student with Diabetes Responsibility Checklist.

Student with Type 1 Diabetes, Responsibility Checklist:

- Wear your Medic Alert identification at all times when at school.
- Recognize your symptoms of a low blood sugar and high blood sugar and how to take appropriate action to treat the symptoms
- Take responsibility for bringing and looking after your blood glucose monitoring and insulin injection apparatus, including proper disposal.'
- Know how to administer the blood glucose monitoring system, blood testing, insulin injection, safe disposal of lancets and needles, how to manage with and use appropriately the insulin pump (e.g. administering a bolus dose).
- Take responsibility in providing the self administration of low blood sugar treatment.
- Promptly inform an adult that you have diabetes as soon as symptoms appear or when experiencing a general feeling of 'unwellness'.
- Report immediately any and all teasing, bullying and threats you receive to an adult in authority.
- Never isolate yourself when checking blood sugar, administering your insulin or feeling unwell.

FORMS TO INCLUDE

HYPOGLYCEMIA
EMERGENCY ACTION PLAN

REQUEST AND CONSENT FOR THE ADMINISTRATION OF
PRESCRIBED MEDICATION