

Diabetes (Type 1 and Type 2)	
Adopted: December 16, 2002	Last Reviewed/Revised: August 27, 2018
Next Scheduled Review: 2018-2019	
Associated Policies & Procedures: II-42 Medical Conditions	

Purpose

- To provide school administrators, school staff, appropriate others (e.g. volunteers) and parent/guardians with information, requirements and resources in assisting students in managing their diabetes (type 1- type 2). To provide school staff and appropriate others with strategies of when and how to respond to emergency situations and when to call for Emergency Medical Services – 911.
- To minimize, where possible, the risks in the school setting for students and others who are diagnosed with diabetes

Application and Scope

The Administrative Procedure for Diabetes management is a guideline to be used by school staff and appropriate others, that addresses the components outlined in PPM 161 (Supporting Children and Students with Prevalent Medical Conditions (Diabetes) in schools), to assist students in managing their diabetes and respond to an emergency situation on school site and/or at off-site school/Board approved activities.

References

[Policy/Program Memo. 161 \(PPM 161\)](#)

Principles

- Type 2 diabetes and children and youth: Type 2 is presently affecting more of our children and youth and is linked to lifestyle factors such as obesity and sedentary living. Type 2 is a preventable and treatable disease by controlling weight, exercising regularly and eating a healthy diet. Where diet and exercise is not enough to control disease it may be necessary to treat with oral medication or insulin

- The condition of hypoglycemia (low blood sugar) and hyperglycemia (high blood sugar) result from difficulties in managing blood sugar. Both conditions are known to affect a student's learning, behaviour and participation in activities.
- The goal for all diabetic students is to become as independent as possible, as soon as possible, in managing their diabetes. 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 that will empower students, as confident and capable learners, to reach their full potential for self management of their medical condition(s) according to their Plan of Care.
- The ultimate responsibility for diabetes management rests with the family and the child.
- The role of the school is to support students with diabetes to fully access school in a safe, accepting and healthy learning environment as outlined in their Plan of Care, while being aware of confidentiality and dignity of the student along with their well being

Requirements

The principal or designate has the responsibility to coordinate communication of information to all school staff and to ensure that appropriate staff and others are familiar with the requirements and expectations of the Halton Catholic District School Board's Diabetes Protocol.

All requirements from PPM 161 are to be followed, and include:

1. A communication plan for the dissemination of information on supporting students with diabetes to parents, school board staff and others in the community who are in direct contact with students (transportation provider, food service provider, volunteers).
2. Training, at minimum annually and reviewed as appropriate, is to be provided for school staff who have direct contact with student to ensure the safety and well being of the student.

The scope of the training should include the following:

- strategies for preventing risk of student exposure to triggers and causative agents
 - strategies for supporting inclusion and participation in school
 - recognition of symptoms of a medical incident and medical emergency
 - information on school staff supports, in accordance with board policy
 - medical incident response and medical emergency response
 - documentation procedures
3. A requirement that every school administrator/designate will co-create, review, or update, the Plan of Care for a student with diabetes, following Board approved procedures, in

consultation with the parent(s), school staff (as appropriate), and with the student (as appropriate), along with any notes and instructions from the pupil's health care provider;

4. A requirement that every school principal inform employees and others who are in direct contact on a regular basis with a pupil who has medical condition about the contents of the Students Plan of Care.
5. A requirement that every school principal ensure that, upon registration, parents/guardians and pupils shall be asked to supply information about diabetes.
6. A requirement that every school principal maintain a file of current treatment and other information for each pupil with diabetes, including a copy of any notes and instructions from the pupils health care provider and a current emergency contact list.
 - Student Plan of Care
 - Request and Consent for the Administration of Diabetes Intervention
- School staff are **NOT** to:
 - provide insulin injections
 - provide glucagon injections
 - push the button on the insulin pump
 - provide storage for insulin overnight
 - determine procedure for low blood glucose count
 - to assist with student testing of ketone levels
 - provide a supply of fast acting sugar (oral glucose, orange juice, etc.)

Resources

School Administrators (or designate) are to be familiar with and use the following resources in developing a school wide comprehensive diabetes plan:

- Diabetes Protocol
- Medical Conditions School Administrators Forms and Responsibilities Chart
- Medical Conditions Staff Responsibilities Chart
- Diabetes Video

All School Staff, are to be familiar with, and use, the following resources to support a student in managing their diabetes

- Diabetes Protocol
- Medical Conditions Staff Responsibilities Chart
- Diabetes Video

Occasional Teachers are to make themselves familiar with the content of the following resources to be used when supporting a students when managing their diabetes.

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- Diabetes Protocol
- Medical Conditions Staff Responsibilities Chart
- Diabetes Video

Parent/Guardians

The school administrator/designate is to provide parents/guardians and students the following resources and information that outlines the responsibilities of the parent/guardian and the students:

- Diabetes Parent and Guardian Package (available on the HCDSB website + Parents + Safe, Healthy and Inclusive Schools + Medical Conditions + Diabetes)

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: _____
Director of Education and Secretary of the Board