

Diabetes (Type 1 and Type 2)	
Adopted: December 16, 2002	Last Reviewed/Revised: February 3, 2025
Next Scheduled Review: 2027-2028	
Associated Policies & Procedures: II-42 Medical Conditions VI-68 Medications – Oral (Prescription, Non-Prescription)	

Purpose

To provide Halton Catholic District School Board (HCDSB) school administrators, school staff, appropriate others (e.g., volunteers) and parents/guardians with information, requirements and resources to assist students in managing their diabetes (type 1 or type 2) according to the Student Plan of Care.

To provide school staff and appropriate others with strategies of when and how to respond appropriately to an emergency incident according to the Student Plan of Care.

To minimize, where possible, the risks in the school setting for students and others who are diagnosed with diabetes.

Application and Scope

This procedure for diabetes management is a guideline to be used by school staff and appropriate others (e.g., transportation providers, food service providers, volunteers, etc.), that addresses the components outlined in PPM 161 (Supporting Children and Students with Prevalent Medical Conditions (Diabetes) in schools, 2018), to assist students in managing their diabetes and respond to an emergency situation on school site and/or at off-site school/HCDSB approved activities.

References

[Diabetes Canada](#)

[Good Samaritan Act](#)

[PPM 161](#)

Definitions

Type 1 diabetes: is a condition in which the pancreas does not produce any insulin. The methods whereby a student takes their insulin can be through syringe, pen or pump.

Type 2 diabetes (children and youth): is a condition in which the body cannot make enough insulin. Where diet and exercise are not enough to control disease, it may be necessary to treat with oral medication or insulin.

Hypoglycemia and hyperglycemia: the conditions 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.

Principles

- The ultimate responsibility for diabetes management rests with the family and the student.
- The goal for all students with diabetes 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 Student Plan of Care.
- 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 Student 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 HCDSB'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/guardians, school staff and others in the community who are in direct contact with students (e.g., transportation providers, food service providers, volunteers, etc.).
2. Training, at minimum annually and reviewed as appropriate, is to be provided for school staff who have direct contact with students to ensure the safety and wellbeing of students.

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 HCDSB 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 Student Plan of Care for a student with diabetes, following HCDSB approved procedures, in consultation with the parents/guardians, school staff (as appropriate), and with the student (as appropriate), along with any notes and instructions from the student's health care provider;
 4. A requirement that every Principal inform employees and others who are in direct contact on a regular basis with a student who has diabetes about the contents of the Student Plan of Care.
 5. A requirement that every Principal ensure that, upon registration, parents/guardians and students shall be asked to supply information about diabetes.
 6. A requirement that every Principal maintain a file of current treatment and other relevant information for each student with diabetes, including a copy of any notes and instructions from the student's health care provider, a current emergency contact list and:
 - Student Plan of Care
 - Request and Consent for the Administration of Diabetes Intervention
 7. School staff are **NOT** to:
 - a. provide insulin injections
 - b. provide glucagon injections
 - c. push the button on the insulin pump
 - d. provide storage for insulin overnight
 - e. determine procedure for low blood glucose count
 - f. assist with student testing of ketone levels
 - g. provide a supply of fast acting sugar (oral glucose, orange juice, etc.)

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- h. provide direct (hands-on) assistance in the process of testing for blood sugar using the finger prick method (i.e., lancet, test strip, and glucometer).
8. School staff may supervise blood sugar/read meter checking as required in the Student Plan of Care.

Resources

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

- HCDSB Diabetes Protocol
- HCDSB Diabetes Parent/Guardian Package
- HCDSB Medical Conditions School Administrators Responsibilities Chart
- HCDSB 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

- HCDSB Diabetes Protocol
- HCDSB 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 student when managing their diabetes.

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

Parents/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:

- HCDSB Diabetes Parent/Guardian Package (available on the HCDSB website + Parents + Your Child's Health + Medical Conditions + Diabetes)

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: _____

Director of Education and Secretary of the Board