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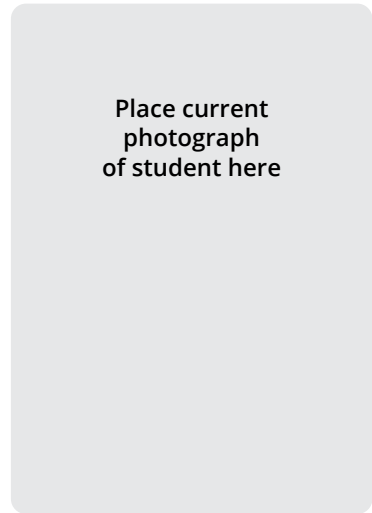
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### Student details

Name \_\_\_\_\_

DOB \_\_\_\_\_ Grade / Year \_\_\_\_\_

School \_\_\_\_\_



### Key contact details

Name \_\_\_\_\_

Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Relationship \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Relationship \_\_\_\_\_

### Diabetes health care team

Hospital/Clinic \_\_\_\_\_

Phone number \_\_\_\_\_

Endocrinologist / Specialist \_\_\_\_\_

Diabetes Educator \_\_\_\_\_

### Planning for Events, Camps and Excursions

All planning should be undertaken in consultation with parents/carers.

Notify parents/carers as early as possible of upcoming events to ensure additional planning can be done.

The diabetes management and action plans are adjusted by student's parents/carers and the diabetes healthcare team depending on activity and duration of the event, camp or excursion.

### Insulin Administration

Insulin can be administered in multiple ways. An insulin injection (bolus) is given at a meal times.

Insulin injection required at school	Yes	No
Type of device	Insulin Pen	Syringe

Student can self-administer injection

Yes	Supervised	No
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Nominated staff to supervise

Injection times

## Glucose level checking

Type to be used

Finger prick /lancet

Continuous Glucose Monitoring

Flash Monitoring

Is student able to check their own glucose levels? Yes No

**Yes** nominated staff member needs to:

Remind Observe Assist No assistance

**No**, a nominated staff member needs to check glucose levels.

Nominated staff name/s

Glucose levels need to be checked: (Please select all that apply)

When student feels unwell Prior to recess or snack

Prior to lunch When hypo suspected

Prior to physical activity Prior to exam/tests

Other

Additional glucose checks may be needed in addition to those scheduled if staff or the student are concerned about levels.

## Ketone level checking

Ketone level checking may be needed for some students if glucose levels are above target or they are unwell. Not all students will need ketone checks.

Ketone checks required: **No** **Yes** when glucose levels are > \_\_\_\_\_

Notify parents if ketone levels are > \_\_\_\_\_

## Physical Activity

All students should be encouraged to participate in physical activities, including students living with diabetes.

Some students will require a glucose check before sport.

Glucose check before sport Yes No

The students BGL needs to be above \_\_\_\_\_ before sport.

If the BGLs are between \_\_\_\_\_ and \_\_\_\_\_, student can participate immediately.

If below \_\_\_\_\_ student to have \_\_\_\_\_ of carbohydrate.

Check \_\_\_\_\_ minutes later and if within their target range then student can participate as per usual.

If above \_\_\_\_\_ refer to hyperglycaemia action plan

Check \_\_\_\_\_ minutes later and if within their target range then student can participate as per usual.

Physical education instructors and sports coaches must have a copy of the action plan and be able to recognise and assist with the treatment of low glucose levels.

## Additional management notes

# Roles and Responsibilities Agreement

## Parent/Guardian:

- Inform the school of the student's condition upon enrolment. If the student is already enrolled, they should inform the school as soon as possible after diagnosis
- Contribute to the development of the school-based diabetes management /action plans
- Ensure the school has the current diabetes management plan
- Provide all the equipment the student needs to be safely supported which may include medication, blood glucose meter with test strips, insulin pump consumables and hypo treatment foods/drinks
- Provide guidance and support to school staff when concerns or issues arise
- Provide consent for the school to contact the appropriately qualified health professionals about the student's condition

## The Student:

- Bring diabetes supplies to school and allowed to carry hypo treatment and BGL equipment with them at all times
- Be permitted to have immediate access to water by keeping a water bottle on their desk
- Be permitted to use the bathroom without restriction
- Have open communication with their teachers
- Notify their teachers when they are low or feel unwell
- Engage in glucose checks and insulin administration documented in this plan

## Diabetes Healthcare Team:

- Assist in developing the student's individual management plan
- Provide relevant contact details in case specific questions arise from parents/schools and Diabetes Australia

## School Principals:

- Co-ordinate a encouraging and safe and school environment that:
  - Recognises the student and their family are covered under the Disability Discrimination Act and Disability Standard of Education
  - Involve all students with health conditions in school activities
  - Support students who need supervision or assistance in administering medication
  - Ensures this management plan is adhered to in the school setting
- Ensure that all staff, including casual staff, are aware of the signs and symptoms of low glucose levels and the location of medication including the hypo kit.
- Communicate with parent/carer and health care teams in regards to the student's diabetes management plan in an agreed manner

## School Staff:

- Have a comprehensive understanding of the requirements of the student with diabetes
- Support the student in the access and care of their diabetes devices, equipment and supplies
- Understand the signs and symptoms of a hypoglycaemic (hypo) and hyperglycaemic (hyper) episode
- Assist the student with diabetes if a hypo or hyper episode occurs and what treatment is needed according to the Action Plan
- Support the student in management of their condition when the student is unable to do so. This may include glucose checking and/or administering insulin

Parent
Name
Date
Signed

Student
Name
Date
Signed

Healthcare Staff
Name
Date
Signed

Principal
Name
Date
Signed

## HYPOGLYCAEMIA

**LOW** if Blood Glucose Level is below: \_\_\_\_\_  
**TREAT IMMEDIATELY**

**Signs and symptoms**  
Note: Symptoms may not always be obvious

**DO NOT LEAVE STUDENT UNATTENDED**  
**DO NOT DELAY TREATMENT**

**Student conscious & cooperative**  
Able to eat/drink hypo treatment

**Hypo treatment or fast acting carb:**  
As supplied or listed on management plan

**Recheck BGL**  
after \_\_\_\_\_ mins  
If level is below \_\_\_\_\_  
repeat fast acting carb

**Student unconscious or drowsy**  
Risk of choking or unable to swallow

**First aid**  
Place student on their side and stay with the student

**CALL AN AMBULANCE**  
**DIAL 000**

**Contact parent or guardian**  
when safe to do so

### Student

DOB \_\_\_\_\_

Grade \_\_\_\_\_

### Key contact details

Name \_\_\_\_\_

Phone \_\_\_\_\_

Relationship \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_

Relationship \_\_\_\_\_

### Injection

Student can self-administer insulin injection

Yes      With Supervision      No

In room/location \_\_\_\_\_

Staff supervisor/s \_\_\_\_\_

### Routine glucose level checking times

Finger Prick/  
Lancet

Continuous  
Glucose  
Monitoring

Flash  
Monitoring

When feels unwell

Prior to recess/snack

Prior to lunch

When hypo suspected

Prior to exam/tests

Prior to physical activity

## HYPERGLYCAEMIA

**HIGH** if Blood Glucose Level is above \_\_\_\_\_  
(High BGLs are not uncommon)

**Signs and symptoms**  
Note: Symptoms may not always be obvious

**Student well**  
Re-check BGL in  
2 hours

**Encourage student to drink water and return to class.**  
Allow extra toilet privileges.

In 2 hours, if BGL still above \_\_\_\_\_ call  
key contacts for advice

Clinic: \_\_\_\_\_

Clinic contact: \_\_\_\_\_

Contact No: \_\_\_\_\_

**Student unwell**  
e.g. vomiting

**Check ketones**  
Yes (refer to plan)  
No

**Call key contact(s)**  
to collect student ASAP