

Classroom Teacher of Child with Diabetes 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 parents, 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.) as per medical care plan.
 - Review school guidelines concerning: causes, prevention, identification and treatment of hypoglycemia.
- Active part of care and get what is needed. 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 child with diabetes
- If volunteer in class, make aware of child with diabetes.
- When absent from class make notation in plans for Occasional Teacher.

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/personal kit (e.g. homeroom, office, classroom, fanny pack, etc.).
- Permit the student with diabetes to take action to prevent or treat low blood glucose (allow flexibility in the class routine and school rules as required).
- 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 occasional teachers and on-call teachers.
- Identify the child with diabetes 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 a child with diabetes during special events such as school trips, parties, athletic activities, etc. (specifically: have emergency glucose on hand, watch for signs of hypoglycemia). Be sure parents/guardians are aware of such events.
- 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 safe and secure place and easily available to student.