

Classroom Educator of Child with Diabetes Responsibilities Checklist

Note: This responsibility checklist is to be used as age appropriate for the child and in consultation with the administration of the school.

- Meet with parents/guardians, where possible, and with your Principal prior to start of school to gather and review information related to the student's diabetes. Your Principal will provide the family with the appropriate forms required for gathering relevant health information. You should be aware of the following:
 - 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/guardians (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 of school guidelines concerning causes, prevention, identification and treatment of hypoglycemia.
- Participate in meeting convened by the Principal to train staff on the school's protocol for awareness, causes, prevention, identification and treatment of low blood glucose and high blood glucose.
- Review with the Principal the family's completed "Request and Consent Diabetes Interventions" form for their child with diabetes.
- Inform parent/guardian when the supply of fast acting sugar (oral glucose, orange juice, etc.) is running low.
- Ensure that all adults in your classroom (Support staff, volunteers, etc.) are made aware of any child with diabetes in the class.
- Ensure that the Medical Care Plan is easily accessible for all adults in your classroom.
- Ensure that the items for blood glucose monitoring and insulin injections are located in a safe and secure place and easily available to student.
- Where appropriate, discuss diabetes with the class, in age appropriate terms.
- Ensure that Occasional Teacher plans include Medical Care Plans for students with medical needs.
- Plan in advance for your student's participation in special events such as school trips, parties, athletic activities, etc. (specifically: have emergency glucose on hand, watch for signs of hypoglycemia). Be sure parent/guardians are aware of such events. Review the Medical Care Plan with volunteers and field trip facilitators.

Treatment/Emergency Procedures:

- Be aware of what actions you are responsible for taking when responding to hypoglycemia and/or hyperglycemia 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.
- Know and follow the Medical Care Plan and emergency contact procedures