

Principal's toolkit

As we begin the new school year, we wanted to provide you with resources to help support students at your school living with type 1 diabetes. We are very happy that the need for diabetes knowledge is being recognized and we want to be sure that each and every school and their staff feel supported with the necessary information and resources needed to help students with diabetes to fully participate and be safe at school. To this end, we are recommending the following training.

Diabetes at School Presentation: What school staff should know

We have created a voiceover [PowerPoint presentation](#) that your school staff can access at their convenience. It is divided into sections and each staff member can stop when appropriate for what they need to know, or they can choose to watch through to the end. Your staff are welcome to contact us with follow-up questions as needed. Our hope is that this will be an efficient and effective way to empower your staff with the information that they need

Review the student's individual care plan

- Each student with diabetes should have a care plan available, even if they are independent in their day-to-day management of diabetes. This should be reviewed between the family and the school at the beginning of the school year, or when a student is newly diagnosed with diabetes and returning to school.
- Most students will be using one of 4 care plans available to families and schools in Ontario. They all have similar information and all are good choices. The important thing is that they are completed and available at the school:
 - i. [Diabetes@school](#) website Individual Care Plan
 - ii. The [Ontario Education Services Corporation](#)
 - iii. [The Ottawa Carleton District School Board](#)
 - iv. A specific school may have its own diabetes care plan

Understanding diabetes and the particular needs of students with diabetes.

- [Diabetes at school website](#)

This is a national website that provides education in 2 formats:

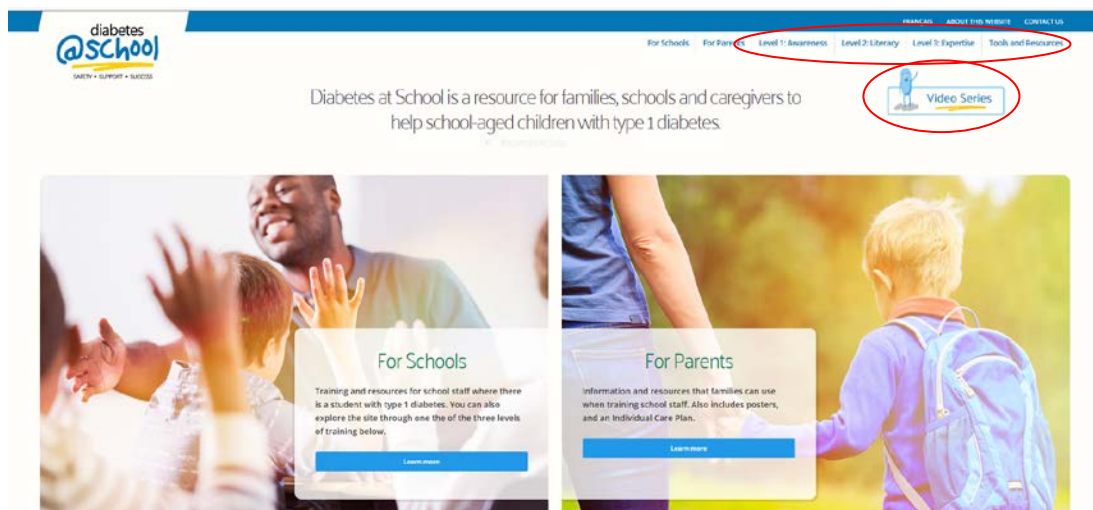
- [Video series](#) : 9 videos, each 2-2.5 minutes long with a self-learning guide

- Type 1 diabetes at school: [rights and responsibilities video](#) provides an overview of the needs of students living with diabetes.
- Text-based resources and posters with 3 levels of information based on the staff's level of involvement with the student:

Level 1: This section has basic information that should be reviewed by anyone who comes in contact with a student who has type 1 diabetes: teachers, non-teaching school staff, bus drivers, playground monitors, before- and after-school program staff, extracurricular leaders, and so on.

Level 2: This section has detailed information and resources suitable for classroom teachers and all school personnel who have responsibility for students with diabetes throughout the day.

Level 3: These training materials are for school staff that have been designated to provide emergency care and routine support to students with type 1 diabetes throughout the day.



- Ministry of education Supporting Ontario Children and Students with Medical Conditions [Quick Facts Sheet for Diabetes](#)

How to do a blood glucose check:

[Glucometer video](#) and demonstration by the student's parent/ caregiver/ other person familiar with the use of a glucometer:

Students may be using a continuous glucose monitor (CGM) or flash glucose monitor (FGM or Freestyle Libre). Information on these can be found on the [Diabetes@School](#) website under [Continuous Glucose Monitors](#).

4. How to give an insulin injection

This brief video shows the steps for giving an [insulin injection](#) (select the 'Diabetes at school' resource). If a school staff is to supervise or assist a student, they should also have training by a nurse or parent/caregiver.

Sample [insulin dosing card](#) may be used for communication between home and school regarding the insulin dose.

How to give a bolus (dose) on an insulin pump

Demonstration and training by parent/caregiver. The specifics will depend on the type of pump used, so this is best demonstrated and taught on the student's device (while disconnected from the student).

An overview of [insulin pumps](#) for schools is available.

If, after taking these steps, and speaking with the parent/guardian, there are particular questions or circumstances that require a specific training session or communication with the Diabetes Clinic at CHEO, you may call to enquire at 613-737-7600 ext. 2353.

School Checklist

These are some of the considerations for a student with type 1 diabetes in your school.

- Meet with parent/caregiver to review individual care plan and clarify expectations for the student, the parents/caregivers and the school
- Ensure that all staff working with a student with type 1 diabetes are aware of the diagnosis and have some knowledge and awareness of the condition. (Refer to the above resource list). The single most important thing is that all staff members know how to recognize and respond to hypoglycemia (low blood sugar) and allow students to check their glucose and treat a low blood sugar as needed.
- Identify diabetes champions/ designated staff (recommend 2 champions for each student). This link may be helpful for [designated staff](#) to understand what their role is and how to support the student.
- Ensure ready access to emergency kit and clarity around where these will be stored (there should always be an emergency kit with the student, with optional additional kits in strategic and agreed upon locations in the school)
- Post emergency plan for students with medical conditions.