



Student details

Name _____
DOB _____ Grade/Year _____
School _____

← Place current photograph of student here

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 _____

Insulin Administration

The student requires insulin injections while at school.

The nominated staff member to supervise is:

The alternate staff member to supervise is:

Type of injection device: Insulin Pen Syringe

Location where student will administer insulin is:

Injection times:

The First Aid Officer on duty

The School Clinic/ Sick Bay

To be completed in consultation with the school.



Blood Glucose Level (BGL) Checking

Is student able to perform their own BGL Check? Yes No

- If yes, nominated staff member needs to:
- Remind
 - Observe
 - Assist

If no, nominated staff member need to perform BGL check.

The nominated staff member to assist student is:

The alternate staff member to assist is:

Time BGL need to be checked: (Please Tick)

- Anytime and anywhere necessary
- Prior to recess or snack
- Prior to lunch
- When hypo suspected
- Prior to activity
- Prior to exam/tests
- When student feels unwell

Other: _____

Other Glucose monitoring (refer to Appendix if checked)

- Continuous Glucose
- Flash Glucose



Physical Activity

All students should be encouraged to participate in physical activities, including students living with diabetes. Students should check BGL before sport.

The student's BGL needs to be above _____ before sport.

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

If below _____ student to have 15g of carbohydrate. 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 recognize and assist with the treatment of low blood glucose levels.

Please let parent/guardian know blood glucose reading for the day, especially if student has had hypos or hypes.

Camps and Excursions

Notify parents/guardian ahead of the event to ensure further planning is done.

Ensure that action plans are adjusted depending on activity and duration of camp or excursion.

All planning should be in consultation with the student's parent/guardian and if necessary the Diabetes Healthcare Team.

Additional management notes

Health care professional to complete these sections

injection action plan



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 hypo food

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

Recheck BGL
after mins
IF BGL 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

To be used in conjunction with management plan

Student's name

DOB

Grade/Year

Key contacts

Name:

Phone:

Relationship:

Name:

Phone:

Relationship:

Injection
Will an injection will be required at school:

no yes with supervision

In room/location:

Continuous Glucose Monitoring (CGM)

Routine BGL checking times

- Anytime, anywhere in the school
- Times as per management plan
- Any time hypo is suspected or student feels unwell
- Prior to activity
- Prior to exams or tests

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
Recheck BGL in 2 hours

Encourage student to drink water and return to class

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

Student unwell
eg. vomiting

Check ketones
(Refer to plan)

Call key contact(s)
to collect student ASAP

Clinic:

Clinic contact:

Contact No:

Health care professional to complete these sections





Roles and Responsibilities

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 will:

- 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
- Do their BGL checks and insulin administration if able to do so

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 NSW & ACT

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 symptoms of low BGL's 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 will:

- Have a comprehensive understanding of the requirements of the student with diabetes in their class
- 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 BGL testing and/or administering insulin

During class times, student to use bathroom located in the front office

Agreements

	Date
Parent/Guardian	Diabetes Health Professional
Name _____	Name _____
	Role _____
	School Representative
	Name _____
	Role _____

Parent/guardian professional to sign the form

Health care professional to sign the form