

To use this form please download this PDF file to your computer,
this will allow for full functionality.

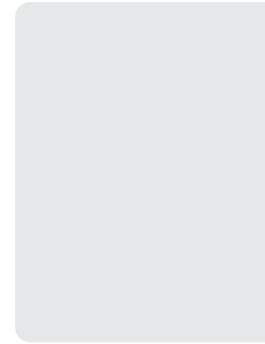
This form can be completed online in Adobe Acrobat or printed out
and filled in by hand. Adobe Reader can be downloaded at no cost
from <https://get.adobe.com/reader/>

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:

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 students 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 hypers.

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

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 an 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

Date _____

Agreements

Parent/Guardian

Name _____

Diabetes Health Professional

Name _____

School Representative

Name _____

Role _____

Role _____

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

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

Re-check BGL in 2 hours

Student unwell

e.g. vomiting

Check ketones

(Refer to plan)

Call key contact(s)

to collect student ASAP

Encourage student to drink water and return to class

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

Clinic:

Clinic contact:

Contact No: