

Checklist – Managing type 1 diabetes at school

1. Child presents for school enrolment and parent indicates the student has type 1 diabetes OR parent informs school of type 1 diabetes diagnosis for current enrolled student.
2. Principal accesses the [Diabetes School Pack](#) from the Australian Diabetes Council website, or by telephoning 1300 136 588.
3. Principal provides parents with:
 - [Diabetes- Information for parents and carers](#) (pdf. 64kb).
 - [Letter incorporating form for parental request to administer medication or other support at school for a student's health condition](#) (doc.38kb). Parents should complete the letter on the basis of information provided by the student's medical practitioner.

Principals can also seek permission from the parent to contact the student's medical practitioner using the [authorisation to contact medical practitioner](#) (pdf. 60kb) form.
4. Information is returned by the parent detailing:
 - diabetes condition
 - medication and health care procedures prescribed – when and how to administer
 - other details.
5. .Principal sends [letter to parents requesting a meeting to discuss their request for support on health issues](#) (doc. 37kb) and arranges to meet with the parents to discuss completion of an individual health care plan, including an [emergency response plan](#) (pdf. 60kb) for the treatment of hypoglycaemia. The school learning support team should also coordinate the development and implementation of an educational/transition plan as appropriate.

Formulate [individual health care plan \(pdf. 69kb\)](#) in consultation with the parent and student, relevant staff and medical personnel as appropriate. This will include agreement of the responsibilities of different people involved in support and a schedule for the administration of blood glucose testing and insulin where required. Consider special precautions for:

- participation in sport and physical activity
- the student to maintain regular food intake and meal times
- examinations
- recess and lunch times in the playground
- excursions (including overnight excursions)
- non-routine school activities eg swimming carnival, school fete, involvement in school groups that take the student away from school routine such as band, debating, student representative council activity etc.
- occasions where the student may become unwell at school.

Refer to the [Diabetes School Pack](#) for information on the above considerations.

6. Implement the plan.

- Address the training needs of staff, including where possible temporary or casual teachers. Organise a school visit by a diabetes educator by contacting the child's diabetes educator or the Australian Diabetes Council.
- Communicate relevant aspects of the individual health care plan, including with parents and students. Discuss with the parent and the student with diabetes which aspects of the plan will be communicated and to whom. Where it is necessary to provide information to staff, other parents or students, the parents and/or student (where appropriate) with diabetes must be informed of this beforehand.
- Display emergency response plan in appropriate locations. This could include displaying copies of the [Diabetes Emergency Information Poster](#) in appropriate places.
- Implement strategies to support the student manage their diabetes while at school.
- Raise awareness with students and staff.
- Monitor and review to keep the plan up to date. Plans should be reviewed annually or when the parent notifies the school that the student's health needs have changed. A review of a student's health care plan can also be instigated by the principal at other times.
- If the student changes schools, provide the parent with a copy of the current individual health care plan and encourage them to provide a copy to the new principal. This can assist the process of health care planning in the new school and the student's transition to that school.

Acknowledgement. This material has been put together with assistance from the Australian Diabetes Council.