

# APPLEBY COLLEGE DIABETES POLICY

Diabetes is a prevalent chronic disease in which the body cannot produce insulin or cannot properly use the insulin it produces. Insulin works by taking glucose from the food we eat and converting it into energy that our body can use. Without insulin, glucose remains in the blood and the body does not receive the energy it requires to sustain life.

Type 1 diabetes generally develops in childhood or adolescence and is treated with insulin injections. The disease occurs because the body mistakenly attacks and kills cells in the pancreas that produce insulin. As a result, individuals with type 1 diabetes are unable to produce insulin and are dependent in receiving insulin to control their blood glucose levels. On average 1 in 300 children have type 1 diabetes, this rate of incidence is estimated to increase by three per cent annually worldwide.

## POLICY STATEMENT

Appleby College is committed to protecting its students and ensuring they have access to a safe, accepting and healthy learning environment to support their well-being.

This policy is to ensure that students diagnosed with diabetes receive the appropriate support to help them with their diabetes care in the school setting. This can specifically be achieved by following the information provided in their individualized Plan of Care.

Appleby's goal is to empower students diagnosed with diabetes to become confident and capable learners, allowing them to be independent with their care. This independence includes the student's ability for specific management of diet, activity, medication (insulin), blood sugar testing as required and self-advocacy skills. While the school supports the student's development for self-management care the ultimate responsibility for diabetes management rests with the family and the child.

## ROLES AND RESPONSIBILITIES

### **Parents/Guardians**

- Must notify the school of the student's diabetes diagnosis prior to attending school, or upon diagnosis and arrange a meeting with the Health Centre Director.
- Must provide Appleby College with a complete individualized Plan of Care for their child with diabetes at the beginning of each school year, or whenever the Plan of Care is modified.
- Must communicate any changes to their child's Plan of Care or their child's medical status or ability to manage the medical condition to the Appleby College Health Centre

- Confirm annually to the Appleby College Health Centre that their child's medical status and Plan of Care is unchanged
- Must educate their child about their diabetes with support from a health care professional, along with how to provide self-management of diet, activity, medication (insulin), blood sugar testing as required and self-advocacy skills
- Must supply their child and the Health Centre with sufficient quantities of medication and supplies in their original, clearly labelled containers and track the expiration dates.

### **Students with Diabetes**

- Must carry diabetes kit with them at all times, including while on trips, sporting events, on the bus, and during other events
- Carry out daily routine of self-management in their diabetes including managing diet, activity, medication, blood sugar testing and self-advocacy as required
- Take responsibility for advocating for personal safety and well-being in ways that is consistent with their development/capacity
- Communicate with their parents and school/health center staff if facing any related challenges and or feeling unwell
- Students are encouraged to carry diabetes medical identification at all times.

### **School Staff**

- Participate in annual diabetes education, training and resource review to learn or to be reminded of how to manage diabetes, including emergency procedures for treating moderate to severe hypoglycemia (low blood sugar) and hyperglycemia (high blood sugar).
- All teachers must have access to a diabetic student's personalized Plan of Care, which will be provided and updated through the Health Center; this is also where valuable information is organized for substitute teachers.
- All staff involved with students with diabetes must review the child's Plan of Care and know how to access it at all times, both inside and outside the classroom
- Identify the student with diabetes to all school personnel, including volunteers, substitute teachers, student teachers that do not typically interact with the student.
- The entire school population should be educated regarding the seriousness of diabetes and be taught how to help their peers. This can be achieved through general awareness sessions in an assembly or a health lesson.
- Peers should be taught that bullying and teasing students with diabetes is unacceptable. Bullying and teasing incidents should be dealt with immediately.

### **Health Centre / Principal**

- Review the contents of the student's Plan of Care and make the information available for the rest of the school staff, ensuring they have quick and easy access to this information at all times.

- Will safely store student's diabetic medication as provided by parents.
- Ensure there is fast acting sugar made available in all first aid kits accompanying students with diabetes on school outings.
- The Health Centre will provide copies of the student's Plan of Care during field trips, sporting events, and special outings in First Aid Kits that are to be requested by the teacher organizing the trip/team.
- Will notify parents when students with diabetes is having low or high blood sugar levels and will keep record of these incidences.

### **Responsibility of the Board of Directors**

- The Board of Directors are expected to communicate, on an annual basis, their policies on supporting students with a prevalent medical condition to parents, school board staff, and others in the school community who are in direct contact with students (e.g., food service providers, transportation providers, volunteers). At a minimum, the board is expected to make their policies and their Plan of Care templates available on their public website in the language of instruction.
- Provide training and resources on prevalent medical conditions on an annual basis.
- Develop strategies that reduce the risk of student exposure to triggers or causative agents in classrooms and common school areas.
- Develop expectations for schools to support the safe storage and disposal of medication and medical supplies and communicate these expectations to schools and support schools in the implementation of the expectations.
- Preventative strategies to be undertaken by the school to reduce the risk of medical incidents and exposure to triggers or causative agents in classrooms and common school areas.
- Communicate expectations that consider this policy and related board policies when entering into contracts with transportation, food service, and other providers.

### **PLAN OF CARE**

Each diabetic student should have their own individualized Plan of Care providing specific information and instructions to school personnel regarding the student's daily diabetes management and diabetes emergency plans. The Plan of Care should be created in conjunction with the student's family health care provider. It should be signed by both the parent/guardian, family physician and student, and should include an image of the student.

The Plan of Care should be provided at the beginning of the school year, or once the student is first diagnosed. A new Plan of Care should be provided whenever any changes to the plan occur. Each school year it should be communicated to the Appleby College Health Centre if no changes of the plan or student's medical status have occurred.

The Diabetes Plan of Care is included at the end of this document.

## FACILITATING & SUPPORTING DAILY OR ROUTINE MANAGEMENT

It is important that students with diabetes follow good diabetes management as indicated by their Plan of Care. These daily tasks serve as preventative measures from an emergency occurring. As outlined in our policy statement, Appleby College will support the student in helping them reach their full potential in becoming independent in their diabetic management.

### **Appleby College will provide a supportive environment by ensuring the following:**

- Student's have a safe environment where they feel comfortable to perform self-blood-glucose monitoring and insulin injections throughout the day as needed.
- Suitable supervision for students is provided (where necessary – trips, special outings, sport events, etc.).
- A secure, accessible and appropriate place for students to store emergency food supplies (oral glucose, juice boxes, etc.) throughout the school (Health Center, gym, first aid kits, etc.).
- Students eat all meals and snacks, where applicable, and on time. To also be flexible with time requirements for eating and allow students to eat whenever necessary (in the classroom, during physical activity, outside a planned meal/snack time etc.).
- Parents/guardians are informed of any extracurricular activities so that plans can be made around diabetes management.
- Ensure that students have unrestricted bathroom access, as well as access to water at all times. This is especially important when blood sugar level is high.
- Information about the student, including their Plan of Care is made available to supply teachers.
- If a student experiences a low blood sugar before or during a test/exam, allow a reasonable amount of time to treat and recovers from the low (they may need up to an additional 30 to 60 minutes to complete the task).

## EMERGENCY RESPONSE

As explained above, when it comes to emergencies related to type 1 diabetes, the first step is prevention, which can be achieved by following the student's Plan of Care. A student's Plan of Care outlines all the daily tasks that should be completed for good diabetes management.

Preventing a type 1 diabetes emergency can include the student completing frequent blood checks, eating meals and snacks on time and reacting quickly to signs of low blood sugar. In case of an emergency occurring, it is important that staff and students are prepared, by knowing what to do. Following all emergencies, every best effort will be made to contact the parents and notify them of the situation.

**There are 3 emergency situations that can occur:**

- 1. Low blood sugar (hypoglycemia):** Signs of low blood sugar include hunger, confusion, shakiness, and weakness/fatigue. It is important to catch low blood sugar early, and to treat it appropriately and immediately.
  - Students with low blood sugar should never be left alone
  - When a student has low blood sugar level, it should be treated where it occurs. Do not bring the student to another location, as walking may make blood sugar go even lower.
  - Give fast-acting sugar (glucose tablets, juice, rockets, skittles, etc.) to the student according to their Plan of Care. Fast-acting sugar should always be accessible to students and carried in emergency kits and trip First Aid Kits.

Please notify the Health Centre when a student is having a mild low blood sugar, the nurse will be able to assist the student with the nurse emergency kit and follow up with the parents as required.

- 2. Very low blood sugar:** If mild low blood sugar is not treated it can become severe. Very low blood sugar is an emergency and action must be taken immediately.
  - The student must not be left alone.
  - If a student is not responding, unconscious, having a seizure or uncooperative (unable/unwilling to take food or drink), **call 911**.
  - Call the Appleby College Nurse (or any other trained staff as outlined in a student's Plan of Care that is trained to give glucagon).
  - Remain with the student until help arrives.
- 3. Very high blood sugar:** Students with very high blood sugar may exhibit symptoms of extreme thirst, frequent urination, hunger, abdominal pain, warm flushed skin and blurry vision. Students are not usually in immediate danger from high blood sugar unless they are vomiting, breathing heavily or lethargic.
  - Parents should be called to pick up a student immediately if the student has symptoms of very high blood sugar and follow up with a health care professional should be completed.
  - Please notify the Appleby College Health Centre if a student has high blood sugar.

*Emergency Kits* – All students with diabetes must have an emergency kit. A student's individual Plan of Care should indicate where the kits can be found. Parents are responsible for providing the kits and keeping them stocked. All kits must include these items:

- Equipment to check blood sugar: Glucose meter, test strips, lancets
- Fast-acting sugar (juice, glucose tabs, candy) for low blood sugar events
- Carbohydrate snack(s)
- Parents' names and contact numbers

## RAISING AWARENESS OF POLICY & RESOURCES

Appleby College will make every effort to raise awareness of diabetes, signs & symptoms that are characteristic of medical incidents, as well as how to respond to emergency procedures. This will be achieved through regular staff training, providing bulletin boards as needed, and making information available online on the Health Center Info Sites on e-school.

The priority is to ensure that the blood glucose level of children with diabetes are maintained as close to the normal range for as much time as possible. When blood glucose levels are not maintained, students can face cognitive effects as a result.

### **Cognitive effects of High or Low Blood Glucose (sugar) Levels**

Low blood sugar (Hypoglycemia) and High blood sugar (Hyperglycemia) may affect mood and behavior and a student's ability to learn and to participate in school activities as well as lead to emergency situations, if left untreated.

Students with diabetes will learn and perform best when their blood sugar levels are within the target range outlined by their health care providers and indicated in the student's individualized Care Plan. Blood sugar levels below and above this range can be associated with a decline in cognitive performance and ability. For a student with diabetes to learn and demonstrate their knowledge of a subject, including writing exams and performing other tasks for credit, blood sugar levels should be within their target range. If not, then an alternate time to redo or complete the activity should be provided.

Additional information on diabetes can be found at the following sites:

<https://www.diabetesatschool.ca/>

<http://www.diabetes.ca/>

<https://sosdiabetes.ca>

## TRAINING

Standardized training will be provided once a year, at a minimum, during the beginning of the school year. This will include background information and raising awareness on diabetes, how to support student's daily or routine management, accessing Student's Plan of Care and how to respond during emergency situations.

Additional training will be provided during the year as required or requested by parents. Continuous updates will be communicated to all Appleby staff, and related medical information on a student will be made accessible through the school information system, as well as be included in first aid kits.

## SAFETY CONSIDERATIONS

All diabetic students should carry their personal emergency kits on them at all times. They should immediately notify the school and health center if they have misplaced/lost their kit.

The Health center will store a second kit required to be provided by the parent and will include all necessary supplies in first aid kits to teachers travelling with students on trips, team outings, etc. It is up to the teacher/staff responsible for the school event outing to inform the Health Centre that they require a First Aid Kit.

All students should carry their supplies on them this is particularly important when they go on a school field trip or in case of a lock down situation.

Students should dispose their lancets and any sharps in a sharps container, there is one located in the Health Centre.

## PRIVACY AND CONFIDENTIALITY

Parents of students with diabetes must advise the Health Centre of the child's condition and provide a completed Plan of Care during registration or when newly diagnosed. All information provided will be handled with respect and confidentiality as required.

The student's Plan of Care will be made accessible to all school staff and personnel who may interact with the student through teachers access on the school information system. A student's Plan of Care must be signed by the parent/guardian before being shared with school staff, as the Plan of Care will provide permission for the document to be shared.

A Student's Plan of Care will only be shared with the necessary school staff members, and will not be distributed outside of Appleby College, unless requested and/or permissions is granted by the parents/guardians or student.

## REPORTING

All medical diagnosis and any medical incidences (on school property and off) should be reported to the Appleby College Health Center to ensure that students can be best supported as possible. Appleby College Health Centre will maintain confidential records, ensuring only permitted and necessary staff have access to information as needed or requested by parents.

Any medical incidences/emergencies will always be reported to the Head of the school to ensure that the necessary and appropriate follow up is completed. This is to ensure that all

students remain safe, that appropriate training is always completed, and to allow policies to be reviewed to ensure that they are always in the student's best interest.

## LIABILITY

In 2001, the Ontario government passed the Good Samaritan Act to protect individuals from liability with respect to voluntary emergency medical or first-aid services. Subsections 2(1) and (2) of this act state the following with regard to individuals:

2. (1) Despite the rules of common law, a person described in subsection (2) who voluntarily and without reasonable expectation of compensation or reward provides the services described in that subsection is not liable for damages that result from the person's negligence in acting or failing to act while providing the services, unless it is established that the damages were caused by the gross negligence of the person.

(2) Subsection (1) applies to,

... (b) an individual ... who provides emergency first aid assistance to a person who is ill, injured or unconscious as a result of an accident or other emergency, if the individual provides the assistance at the immediate scene of the accident or emergency.





## PLAN OF CARE— TYPE 1 DIABETES

### STUDENT INFORMATION

Student's First Name \_\_\_\_\_

Student's Last Name \_\_\_\_\_

Date of Birth (MM/DD/YY) \_\_\_\_\_

Preferred method of communication: \_\_\_\_\_

**Student Photo**  
(please attach)

### EMERGENCY CONTACTS (LIST IN PRIORITY)

Name	Relationship	Daytime Phone	Alternate Phone
1.			
2.			
3.			

### HEALTH INFORMATION

Does your child have any allergies? \_\_\_\_\_

Does your child have any other medical conditions? \_\_\_\_\_

Please list any medication your child requires to take:

Medication Name	Dosage	Frequency	Additional Notes

## DAILY/ROUTINE TYPE 1 DIABETES MANAGEMENT

Please contact Marlene MacLellan, Health Centre Director, [mmaclellan@appleby.on.ca](mailto:mmaclellan@appleby.on.ca), if your child is not able to manage their diabetes care independently.

### Blood sugar checking

Student can independently check blood sugar/ read meter Yes No

Student has continuous glucose monitor (CGM) Yes No

Target blood sugar range \_\_\_\_\_

Times to check blood sugar \_\_\_\_\_

Contact Parent/Guardian if blood sugar is: \_\_\_\_\_

### Nutrition Breaks

Student can independently manage their food intake Yes No

Additional Notes/Instructions during meals: \_\_\_\_\_

### Insulin

Student requires to take insulin at school Yes No

If yes, Student takes insulin at school by Injection Pump

### Activity Plan

Physical activity lowers blood sugar. Carbohydrates may need to be eaten before/after physical activity. A source of fast-acting sugar must always be within student's reach.

Please indicate what this student needs do to prevent low blood sugar:

1. Before activity: \_\_\_\_\_

2. During activity: \_\_\_\_\_

3. After activity: \_\_\_\_\_

### Diabetes Management Kit

Parents will need to provide, maintain, and refresh supplies. The diabetes management kit always needs to be with the student and accessible. **An additional kit must also be kept at the school Health Centre.**

Kits will include:

- Blood sugar meter, test strips, and lancets
- Insulin and insulin pen and supplies
- Source of fast-acting sugar (e.g. juice, candy, glucose tabs)
- Carbohydrate containing snacks
- Other (Please list): \_\_\_\_\_

\_\_\_\_\_

## EMERGENCY PROCEDURES

### HYPOGLYCEMIA – LOW BLOOD GLUCOSE (4 MMOL/L OR LESS) DO NOT LEAVE STUDENT UNATTENDED

Usual symptoms of Hypoglycemia for my child are:

- |   |  |                                       |                                       |
|---|--|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Shaky          | <input type="checkbox"/> Irritable/Grouchy | <input type="checkbox"/> Dizzy        | <input type="checkbox"/> Trembling    |
| <input type="checkbox"/> Blurred Vision | <input type="checkbox"/> Headache          | <input type="checkbox"/> Hungry       | <input type="checkbox"/> Weak/Fatigue |
| <input type="checkbox"/> Pale           | <input type="checkbox"/> Confused          | <input type="checkbox"/> Other: _____ |                                       |

#### Steps to take for Mild Hypoglycemia (student is responsive)

1. Check blood glucose, give \_\_\_\_\_ grams of fast acting carbohydrate (ex. ½ cup of juice, 15 skittles)
2. Re-check blood glucose in 15 minutes.
3. If still below 4 mmol/L, repeat steps 1 and 2 until BG is above 4 mmol/L.  
Give a starchy snack if next meal/snack is more than one (1) hour away.

#### Steps for Severe Hypoglycemia (student is unresponsive)

1. Place the student on their side in the recovery position. If Nurse/Health Care professional present, they are to administer glucagon.
2. Call 9-1-1. Do not give food or drink (choking hazard). Supervise student until emergency medical personnel arrives.
3. Contact parent(s)/guardian(s) or emergency contact

### HYPERGLYCEMIA — HIGH BLOOD GLOCOSE (14 MMOL/L OR ABOVE)

Usual symptoms of hyperglycemia for my child are:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Extreme Thirst     | <input type="checkbox"/> Frequent Urination | <input type="checkbox"/> Headache       |
| <input type="checkbox"/> Hungry             | <input type="checkbox"/> Abdominal Pain     | <input type="checkbox"/> Blurred Vision |
| <input type="checkbox"/> Warm, Flushed Skin | <input type="checkbox"/> Irritability       | <input type="checkbox"/> Other: _____   |

#### Steps to take for Mild Hyperglycemia

1. Allow student free use of bathroom
2. Encourage student to drink water only
3. Inform the parent/guardian if BG is above: \_\_\_\_\_

#### Symptoms of Severe Hyperglycemia (Notify parent(s)/guardian(s) immediately)

- |   |                                   |  |
|---|-----------------------------------|--|
| <input type="checkbox"/> Rapid, Shallow Breathing | <input type="checkbox"/> Vomiting | <input type="checkbox"/> Fruity Breath |
|---|-----------------------------------|--|

#### Steps to take for Severe Hyperglycemia

1. If possible, confirm hyperglycemia by testing blood glucose
2. Call parent(s)/guardian(s) or emergency contact

### HEALTHCARE PROVIDER INFORMATION

**Healthcare provider may include:** Physician, Nurse Practitioner, Registered Nurse, Pharmacist, Respiratory Therapist, Certified Respiratory Educator, or Certified Asthma Educator.

Healthcare Provider's Name: \_\_\_\_\_

Profession: \_\_\_\_\_

Signature (optional): \_\_\_\_\_ Date: \_\_\_\_\_

Special Instructions/Notes/Prescriptions:

If medication is prescribed, please include dosage, frequency and method of administration, dates for which the authorization to administer applies, and possible side effects.

\*This information may remain on file if there are no changes to the student's medical condition.

### ADDITIONAL NOTES

Please include any additional notes here.

### AUTHORIZATION/PLAN REVIEW

School Bus Driver/Route # (If Applicable) \_\_\_\_\_

Other: \_\_\_\_\_

**This plan remains in effect for the 2020— 20\_\_ school year without change and will be reviewed on or before:** \_\_\_\_\_ (It is the parent(s)/guardian(s) responsibility to notify the Appleby College Health Centre if there is a need to change the plan of care during the school year.)

Parent(s)/Guardian(s): \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Student: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature