

Bluewater District School Board
ADMINISTRATIVE PROCEDURE

AP 6808-D

Students

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Procedure Title	Diabetes		
Date of Issue	December 5, 2007	Related Policy	BP 6802-D
Revision Dates	November 14, 2012; October 13, 2015; August 22, 2018	Related Forms	AF 6802; AF 6804; AF 6805
Review Date		Originator	Administrative Council
References			
AP 7702-D "Educational Assistant Deployment"; Policy/Program Memorandum No. 161 'Supporting Children and Students with Prevalent Medical Conditions (Anaphylaxis, Asthma, Diabetes, and/or Epilepsy) in Schools'			

1.0 RATIONALE

- 1.1 In accordance with board policy it is recognized that there will be certain students enrolled in schools within the district that may be identified as students living with diabetes in schools. The school will have to develop an appropriate response strategy in order for the students to take advantage of their right to attend school.
- 1.2 The following procedures outline the process to be followed when a student is identified as having diabetes.

2.0 PROCEDURE

- 2.1 The parent shall provide to the principal/designate, written evidence, as provided by the practicing physician, that the student has diabetes. Such evidence shall set out:
- The name of the child;
 - The emergency procedures to be taken;
 - The frequency/times to administer medication;
 - The anticipated reaction and may include other pertinent information as provided by the physician (e.g. symptoms/side effects)
- 2.2 When a student with diabetes registers at school, the principal shall establish, develop and maintain an appropriate response plan.
- a) The plan shall include the following:
- a process which will encourage parents/guardians of a student with diabetes to identify the student to school staff;
 - a process to inform all students, staff, and parents/guardians of their responsibilities in dealing with children who are living with diabetes in the school;
 - a written Diabetes Emergency Treatment Protocol (use AF 6805 "Medical Problems (Critical) – Request for Assistance/ Medical Emergency Written Plan") for each student identified as living with diabetes, agreed to by parents/guardians, a physician, diabetic nurse and the school staff;
 - plans to address diabetes issues arising from transportation, field trips, and other school activities;
 - the dissemination of specific information to staff members regarding individual students with diabetes;
 - the publication of more general information about diabetes for the school council, students' council and other school organizations as appropriate;

- vii. for each identified student living with diabetes, providing a clean, private location appropriate to the student's needs and sufficient time to test their blood;
- viii. supporting the safe removal of lancets and providing for the safe disposal of lancets and needles;
- ix. training staff members and volunteers in the details for Creating Safe and Healthy Schools for Students Living With Diabetes.

- 2.3 When a request for the administration of oral medication is received from the parent or guardian of a student, the principal will have the parent/guardian complete the appropriate signed form AF 6802 "Medication Assistance – Request For". School staff will perform assistance as outlined in AP 6802-D "Medical/and or Physical Assistance – Provision of within the Schools".
- 2.4 If a student, as attested to by a regulated health professional, requires regular and ongoing assistance for monitoring and supervision in respect to diabetic testing, the principal/designate should deploy educational assistant time to provide the support. It is understood that any staff person involved in these procedures is acting in "loco parentis" and not as a health professional. When the student care plan has been developed, staff providing assistance will be trained in the procedures by qualified health professionals to ensure safety of staff and student.
- 2.5 The board will identify initial and ongoing training required by board personnel to provide appropriate physical assistance or health related procedures to students and communicate that need to the appropriate providers of training.
- 2.6 The principal will review the *Bluewater District School Board General Guidelines for Creating Safe and Healthy Schools for Students Living with Diabetes* with staff and the school council on an annual basis.
- 2.7 Parents/guardians should provide schools with information on how to reach them on short notice to advise or assist staff regarding emergency arrangements including transportation to hospital. Current and accurate telephone numbers for parents/guardians and designated emergency contacts must be on file in the office.

Note: In the event of an emergency, an ambulance will be called even if parents cannot be reached.

- 2.8 Parents/guardians will authorize the release of relevant information to those who may be involved in the care of the student by completing and signing AF 6805 "Medical Problems (Critical) - Request for Assistance/ Medical Emergency Written Plan".
- 2.9 Parents/guardians will guide and encourage their child to reach their full potential for self-management and self-advocacy.
- 2.10 Parents/guardians will educate their child about their medical condition(s) with support from their child's health care professional, as needed.