

# DIABETES MANAGEMENT & EMERGENCY RESPONSE PLAN

Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_ Year: \_\_\_\_\_ Form: \_\_\_\_\_ Teacher: \_\_\_\_\_

1. Health Condition - Diabetes Type 1  Diabetes Type 2  (Please Tick)

**2. Medication**

2.1 Form Of Administration

Oral	<input type="checkbox"/>
Injection	<input type="checkbox"/>
Pump	<input type="checkbox"/>

**Note:**  
All medication must be provided by parents/carers

2.2. Complete if your child requires **oral** diabetes medication.

Name of Medication	Dose	Timing

Is your child able to self-administer their medication? Yes  No  If no, see page 3

Storage instructions: Refrigerate  Keep out of sunlight  Other \_\_\_\_\_

2.3 Complete if, your child requires **insulin injections** for diabetes.

Name of Medication	Dose	Timing

Is your child able to self administer their medication? Yes  No

Medication storage instructions: Refrigerate  Keep out of sunlight  other \_\_\_\_\_

2.4 Complete if, your child needs an **insulin pump** for diabetes medication.

Type of Pump:

Insulin/Carbohydrate Ratio	Correction Factor
Insulin/Carbohydrate Ratio	Correction Factor
Insulin/Carbohydrate Ratio	Correction Factor

**Parent/Carer authorisation should be sought before administering a correction dose for high glucose levels.**

2.5 Please tick to indicate your child's abilities in managing their insulin pump.

	Needs Assistance	
Counts carbohydrates	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Bolus correct amount for carbohydrates consumed	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Calculates and administers corrective bolus	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Calculates and sets basal profiles	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Calculates and sets temporary basal rate	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Disconnects pump and reconnects pump	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Prepares reservoir and tubing	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Inserts infusion set	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Troubleshoots alarms and malfunctions	YES <input type="checkbox"/>	NO <input type="checkbox"/>

**3. Food Management at School**

It is expected that parents/carers will provide regular meals/snacks for their child. However, if your child requires additional snacks, e.g. before, during or after physical activity, please complete the table below.

Time of Day Required	Food Type	Amount	Is supervision required?

3.1 Foods to avoid, if any

Instructions for when food is provided to the class (e.g. as part of a class party or food sampling)

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Year: \_\_\_\_\_ Form: \_\_\_\_\_ Teacher: \_\_\_\_\_

**4. Exercise Restrictions**

**Restrictions on activity, if any:**

My child **should not** exercise if his or her **blood glucose level is below** \_\_\_\_\_ mmol/l **or**  
\_\_\_\_\_ **above** \_\_\_\_\_ mmol/l **or if ketones are**  
\_\_\_\_\_

**5. Hypoglycemia (Low Blood Sugar)**

Usual symptoms:

Treatment for a mild to moderate reaction:

**Treatment for a severe reaction:**

**If the child is unconscious or non-responsive, first aid principles apply.**

- **Do not put anything into the child's mouth.**
- **Call an ambulance**
- **Call parents/carers as soon as possible**

**6. Hyperglycemia (High Blood Sugar)**

Usual symptoms:

Treatment for a mild to moderate reaction:

**Treatment for a severe reaction: (treatment will vary for individual children)**

**7. Ketones**

**Treatment for ketones levels:** Contact parents and request them to collect the student for medical management.

**8. Emergency items to be left at school**

Glucose tablets	YES	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
Snack	YES	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
Syringes	YES	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
Blood glucose meter	YES	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
Insulin	YES	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
Ketone strips	YES	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
Other (Please list)	YES	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
	YES	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>

**9. Authority to Act**

This diabetes management and emergency response plan authorises school staff to follow my/our advice and/or that of our medical practitioner. It is valid for one year or until I/we advise the school of a change in my/our child's health care requirements.

**Parent/Carer Signature:**

**Medical practitioner's signature: (if required)**

**Date:**

**Date:**

**Review Date:**

**OFFICE USE ONLY**

Date received:

Date uploaded on SIS:

Is specific staff training required? **Yes**  **No**

Type of training

Training service provider:

Name of person/s to be trained:

Date of training: