



Camp planning: School staff checklist

Camp is an exciting time and is important for student growth. Schools and staff have additional responsibilities at camp when a student has type 1 diabetes. This checklist can help with planning a safe, supportive, and inclusive camp for students with type 1 diabetes.

1. Meet with parents/carers to discuss camp details

When	At least one full term before camp
Who	School staff, parents/carers, and the student
Optional	The student's diabetes health professional(s) and camp staff

Key things to discuss

- Location of the camp
- Camp menu
- Travel arrangements to and from the camp
- Camp activities
- School staff and parent/carer expectations
- Phone network coverage at camp

2. Meet with parents/carers to discuss camp diabetes management plan

When	Once parents/carers have provided the camp diabetes management plan
Who	School staff, parents/carers, and the student
Optional	The student's diabetes health professional(s)

Key things to discuss

- Implementing the camp diabetes management plan (including the action (emergency) plan)
- Roles and responsibilities of the staff and student at camp
- Access and management of diabetes supplies and medication such as hypo kits, glucose monitors, and insulin
- Additional staff training, e.g. glucagon administration
- Back-up plans in case of equipment failure
- Managing emergencies at camp
- Communication plan during camp

3. Meet with the school camp team

When	After the follow-up meeting and before the school camp
Who	Principal and school camp team (including school staff and camp coordinators)

Key things to discuss

- School policy, procedure and risk assessment
- Additional staffing requirements to assist students with overnight diabetes care
- Additional staff training, e.g. glucagon administration and dealing with emergencies off-site
- Access and storage of diabetes supplies to, from and during camp
- Emergency planning
- Communication plan during camp between all camp staff/camp providers