



Meeting with your child's school: a guide for parents and carers

This guide will help you feel more confident and prepared when you first meet with school staff to discuss your child's diabetes care.

Key people that should attend the meeting

The first meeting is a chance to establish clear roles and responsibilities. The following people should attend.

- School principal
- You, and any other family members who are directly involved in the daily management of your child's diabetes
- Your child (if appropriate)
- Relevant school staff, such as:
 - designated staff
 - classroom teacher(s)
 - before- and after-school care staff
 - physical education teacher
 - student welfare teacher.

Preparing for the meeting

Preparing ahead of time will help you (and the school) get the most out of the meeting and ensure your child's diabetes management needs will be met. Here are some things you can do to prepare before the meeting.

Make a list of your child's diabetes-related tasks and needs while they are at school, such as:

- glucose checks
- treating a low or high blood glucose level
- insulin dosing and administration
- carb counting
- hand washing
- sharps disposal
- safe storage of diabetes supplies and equipment
- private space to inject insulin or do blood glucose checks (if applicable).

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Get a copy of the school timetable and calendar of events

Consider how your child's current insulin routine and eating habits will work with the school schedule, or if you need to discuss changes that could be made.

Discuss how activities outside of the normal school schedule such as day excursions, camps or sporting events will impact your child's insulin routine and food/drink needs.

Review school policies or procedures

Read any relevant school policies or procedures and make notes on any information you need to discuss or questions you may have.

Tips for a productive meeting

- **Be confident and clear:** ask for what you want and be ready to talk about your child's needs.
- **Show understanding:** there's a lot to learn and supporting a child with type 1 diabetes at school is complex, but manageable, and will take some getting used to.
- **Stay focused:** keep the discussion on your child's needs. Avoid being sidetracked by unrelated issues.
- **Be clear on action items:** who is responsible for what and by when.

Key things to talk about at the meeting

Your child's diabetes management plan and reasonable adjustments

- Talk through your child's diabetes management plan and the list of their diabetes-related tasks and needs while at school.

Diabetes in Schools training and support for staff

- Let the school know about the Diabetes in School training available for staff to develop their skills to support your child with their diabetes care at school.

Communication

- Discuss a communication plan that works for both you and the school. All communication should be clear, direct and in writing where possible.
- Find out who will be your main contact person at school and the best way to get hold of them.
- Let the school know your contact details and in what situations you would like to be contacted.

Diabetes equipment and supplies

- Discuss with the school staff the diabetes equipment and supplies that are needed to support your child.
- Decide where your child's diabetes equipment will be kept or if it is to be carried with them.
- Discuss back-up equipment and supplies the school will need and decide where these will be kept. This all needs to be documented in your child's diabetes management plan.

Additional resources

- *Supporting your child's diabetes at school: Checklist for parents and carers*
- *Camp planning: Checklist for parents and carers*



The NDSS

Provides a range of support services, information, and subsidised products to help manage your diabetes, stay healthy and live well. Go to ndss.com.au or call the NDSS Helpline on **1800 637 700** for more information.