

Supporting students with diabetes: Principal's checklist

Below are key steps to help you, as a school principal, feel confident a student with type 1 diabetes can safely start or return to school with the support they need.

These steps will also help keep communication clear and consistent between the school, parents and carers, and the student's diabetes health professional(s).

Newly diagnosed/starting school		☒
Review and comply with relevant state and territory school policies	Understand the law and create a supportive environment so students with diabetes can fully participate in school life.	
Obtain a copy of the student's diabetes management plan	Ask the parents/carers or the student's diabetes health professional(s) for a copy of the student's diabetes management plan.	
Implement the diabetes management plan and agree on reasonable adjustments	Meet with the student's parents/carers (and the student and their diabetes health professional(s) if needed) to talk through implementing the diabetes management plan and any reasonable adjustments required.	
Ensure parent/carer consent is documented	Make sure parent/carer consent is documented in the student's diabetes management plan.	
	Ensure the consent states what support has been agreed to and who will provide it and give permission for designated school staff to assist with diabetes care (e.g. giving insulin) and share relevant health information with appropriate parties.	
	Keep consent up to date and aligned with any changes in staff support or the student's diabetes care needs.	
Support clear and consistent communication between school staff and parents/carers	- Facilitate an agreed communication mode with parents/carers and designated school staff so they can share important updates and information. - Develop a plan for regular meetings.	
Plan and organise Level 1 training for school staff	Ensure all staff responsible for the student during the school day complete Level 1 Diabetes in Schools training, so they have a basic understanding of type 1 diabetes and how it impacts students.	
Assign appropriate numbers of designated staff	Assign an appropriate number of designated staff to provide direct support to the student as needed (e.g., supervising glucose checks and insulin administration).	

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Newly diagnosed/starting school (cont.)		☑
Plan and organise designated staff to have additional training	- Organise staff training based on their level of responsibility and contact with the student (this includes Level 1 and 2 training, and if appropriate, Level 3). - Level 3 training can be done through the Diabetes in Schools Program (for eligible schools). - Alternatively, training can be done through: - the student's diabetes health professional(s) - a credentialled diabetes educator (CDE) in your local area (the Australian Diabetes Educators Association (ADEA) has a 'Find a CDE' tool on their website homepage).	
Develop a communication plan	Ensure the communication plan informs all staff (including casual, relief or special education staff) about the requirements for the student, including emergency care.	
Create an emergency/action plan	Prepare an emergency/action plan for lockdowns, evacuations and natural disasters.	
Identify safe and accessible storage of diabetes supplies	Identify and allocate safe and accessible storage for diabetes supplies and disposal of sharps at school.	
Changes to the student's diabetes management plan		
Update understanding and implement changes	Ensure designated staff can still safely support the student as outlined in their updated diabetes management plan. Identify if additional training is required.	
	Ensure clear and consistent communication between school staff and parents/carers so everyone understands any changes to the student's support needs due to changes to their diabetes management plan.	
	Implement agreed-upon changes needed for reasonable adjustments.	
Camps and excursions		
Plan for school camps and excursions	- Plan and organise any relevant training to take place (ideally 4–6 weeks before camp) so relevant staff can support a student with their diabetes needs overnight or in emergencies (such as overnight glucose monitoring or giving glucagon). - Oversee camp planning, risk management and ensure there are clear communication channels between designated staff, parents/carers and the student's diabetes health professional(s) so they can develop the student's camp diabetes management plan. - See <i>Camp planning: School staff checklist</i>	