

Supporting students with diabetes: School staff checklist

This checklist is to help school staff understand their responsibilities in supporting a student with type 1 diabetes so they can feel confident in their role.

RESPONSIBILITIES OF ALL SCHOOL STAFF		☒
Newly diagnosed, starting school, and ongoing day-to-day management		
Develop a basic understanding of type 1 diabetes	- Complete the Diabetes in School Training Level 1. - Be able to recognise the signs of low and high blood glucose levels.	
Understand the actions to take when urgent or emergency assistance is needed	- Understand and identify when a student requires support, further assistance, or medical care due to their diabetes. - Know where the student's diabetes management plan is kept.	
Know the designated staff	Know who the designated staff members are, so you know who to contact if a student needs support.	
Communicate with diabetes team members	Communicate any concerns or questions with the principal, parents/carers or designated staff.	
Support reasonable adjustments	Understand and support agreed-upon reasonable adjustments so the student can participate fully in school activities.	

See next page for additional responsibilities of designated staff >

ADDITIONAL RESPONSIBILITIES OF DESIGNATED STAFF		☑
Newly diagnosed, starting school, and ongoing day-to-day management		
Develop a higher level of knowledge of type 1 diabetes	Be able to assist or support a student with their diabetes care as outlined in their diabetes management plan (such as giving insulin or treating a low blood glucose level (hypo).	
	Complete the Diabetes in Schools Training Level 1, Level 2, and if required/eligible Level 3 (or receive specialised training from a credentialled health professional).	
Have a clear understanding of your role and responsibilities	Designated staff should have a clear understanding of their role and what they are responsible for in providing a duty of care to a student with diabetes.	
Have a detailed understanding of the student's diabetes management plan	Provide day-to-day support for the student's diabetes needs as outlined in their diabetes management plan, including during extracurricular activities if needed.	
	Stay updated on any changes to the student's treatment and management as outlined in their diabetes management plan.	
Be a key point of contact with diabetes team members	Work closely with the student's parents/carers and their diabetes health professional(s) in supporting the student's type 1 diabetes management at school.	
Support and help decide on reasonable adjustments	Help implement and support agreed-upon reasonable adjustments for the student, such as changes to routines or schedules (e.g. exams).	
Oversee diabetes supplies, equipment and medications at school	Ensure the safe storage of diabetes supplies, equipment and medications in accordance with school policy.	
	Understand how the diabetes supplies/equipment/medications work and ensure they are available to the student when needed.	
Changes to the student's diabetes management plan		
Update understanding and support implementation of changes	Communicate with parents/carers and the student's diabetes health professional(s) (only if parent/carer consent is given) to clarify any changes.	
	Support and help implement agreed-upon changes needed to reasonable adjustments.	
Camps and excursions		
Plan for school camps and excursions	Ensure the relevant training is completed (ideally 4–6 weeks before camp) to be able to support a student with their diabetes needs overnight (such as overnight glucose monitoring or giving glucagon).	
	Share camp information with the student's diabetes health professional(s) so they can develop the student's camp diabetes management plan.	
	Have a clear understanding of the student's camp diabetes management plan, your role and responsibilities	
	See <i>Camp planning: School staff checklist</i>	