CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO
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BOARD ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE

714 – Diabetes

DIRECTIONAL POLICY

Healthy Schools and Workplaces

Title of Administrative Procedure:

Diabetes

Date Approved:

February 2026

Projected Review Date:

February 2031

Directional Policy Alignment:

The Administrative Procedure aligns with the Healthy Schools and Workplaces Directional Policy – 700. The Board recognizes that the health and well-being of students and staff are foundational to their success. A healthy environment involves being respectful of one another's social, emotional, spiritual, and physical well-being. We all, board, school, family, students, health care providers, and community partners have a collective responsibility to support creating healthy work environments to keep students and staff safe.

Alignment with Multi-Year Strategic Plan:

The Diabetes Administrative Procedure supports the Board's Multi-Year Strategic Plan through its "to Nurture" tenant by creating a safe, supporting and healthy environment for all members of the CDSBEO community. The Board is committed to the safety and well-being of all students and staff.

CDSBEO Strategic Plan 2025-2030

Purpose

The Catholic District School Board of Eastern Ontario is committed to the principle of providing healthy and safe learning environments for its students. Supporting individuals with Diabetes is a commitment at all Board sites and schools within the CDSBEO.

Action Required

In accordance with PPM 161 *"Supporting Children and Students with Prevalent Medical Conditions in Schools"* in respecting the dignity and worth of all people and in keeping with the Gospel values, Catholic Social Teachings, and the Catholic Graduate Expectations - the CDSBEO believes that the safety of students with diabetes is a shared responsibility of the board, school, family, health care provider, and community partners.

To promote the safety and well-being of students, the Board supports students with diabetes to fully access school in a safe, accepting, and healthy learning environment that supports their well-being. A Plan of Care to empower students as a confident and capable learner to reach their full potential for self-management of their medical condition(s) will be co-created with the school, parent(s)/guardian(s) and the student, when appropriate.

Responsibilities

The Board of Trustees is responsible for:

- Reviewing this Administrative Procedure to ensure its alignment with the Healthy Schools and Workplaces Directional Policy.
- Reviewing the Diabetes Administrative Procedure as part of its regular policy and procedures review cycle.

The Director of Education is responsible for:

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure.

Superintendents of Schools and System Portfolios are responsible for:

- Overseeing implementation of the Diabetes Administrative Procedure.
- Supporting Principals and other employees for whom they have supervisory responsibility with the implementation and compliance with the procedures and requirements under this Administrative Procedure.
- Ensuring that education and training opportunities about recognizing diabetes and recognizing and supporting when symptoms are worsening are available for all employees and others who are in direct contact with students on a regular basis.

Principals and Vice-Principals are responsible for:

- Maintaining this administrative procedure in accordance with the parameters outlined.
- Providing leadership and support for staff in their knowledge, understanding, and implementation of this administrative procedure.
- Communicating to parents/guardians and appropriate staff the process for

parents/guardians to notify the school of their child's medical condition(s), as well as the expectation for parents to co-create, review, and update a Plan of Care with the Principal or the Principal's designate. This process should be communicated to parents/guardians, at a minimum:

  - During the time of registration.
  - Each year during the first week of school.
  - When a child is diagnosed and/or returns to school following a diagnosis.

- Identifying students with diabetes at the time of registration, during the first week of school or following diagnosis and gathering necessary diabetes related information from the parents/guardians and students.
- Co-creating, reviewing, or updating an individual student Plan of Care for each student diagnosed with diabetes, based on the recommendation of the student's health care provider.
- Maintaining a Plan of Care for each student diagnosed with diabetes. The document may contain personal medical information, treatment plans, and/or other pertinent information about the student. That information must be obtained with the consent of the student or the parent/guardian, in accordance with applicable legislation, including relevant privacy legislation. This document shall also include current emergency contact information.
- Ensuring that all students have access to their blood glucose monitor and prescribed insulin.
- Identifying all students diagnosed with diabetes and making them known to staff as necessary while giving due consideration to the issue of privacy.
- Informing school board personnel and others who are in direct contact with a student with diabetes about the contents of the student's Plan of Care including occasional staff and other board personnel with access to individual Plans of Care of students for whom they will have direct contact.
- Maintaining an individual Plan of Care for each student known to have a diagnosis of diabetes and ensure that the plan contains, but is not limited to:
  - A current emergency contact list.
  - Up-to-date medical information including a list of current required medication and appropriate puffer devices.
  - Pre-authorization to administer medications.
  - Parental/Guardian permission for the student to carry medication and/or medical supplies on their person.
  - An emergency response plan that includes contingencies for school excursions and activities.
  - Parent/Guardian or adult student consent to disclose.
  - Log of interventions and/or administration of insulin.
  - A current photograph of the student.

  - Complete the medical condition alert information in Aspen.
  - Review the individual student Plan of Care at least yearly prior to the commencement of classes and periodically thereafter as needed.
  - Identify a consistent, safe, accessible, unlocked storage place known to all applicable staff for diabetes medication.
  - Annually send a letter to parents/guardians requesting that they inform the school immediately if their child(ren) have been diagnosed with diabetes and accompanying medical/medication information.
- Establishing a communication plan to share information about diabetes with parents/guardians, students, employees and include any other person who has direct contact with a student with diabetes.
- Ensuring that diabetes education and training opportunities about recognizing and supporting diabetic episodes are provided for all staff who are or may be in direct contact with students.
- Providing relevant information from the student's Plan of Care to school staff and others who are identified in the Plan of Care (e.g., transportation providers, occasional staff who will be in direct contact with the student), including any revisions that are made to the plan.
- Communicating with parents/guardians in medical emergencies, as outlined in the Plan of Care.
- Including a process and appropriate resources to support students with prevalent medical conditions in the event of a school emergency (e.g., bomb threats, evacuation, fire, "hold and secure", lockdown) or for activities off school property (e.g., field trip, sporting event). This process should also include considerations for occasional staff.
- Completing the monthly tracking sheet regarding medical conditions, incidents, and emergencies in their school.

Staff are responsible for:

- Ensuring that they are knowledgeable about this Administrative Procedure.
- Monitoring student's glucose levels, when applicable
- Being aware of all students with diabetes in the school via the Plan of Care provided by the school administration.
- Participating in annual training related to diabetes, via the Board's Learning Management System (Vector).
- Reviewing the contents of the Plan of Care for any student with whom they have direct contact.
- Sharing information on a student's signs and symptoms with other students, if outlined in the Plan of Care.
- Following strategies that reduce the risk of student exposure to causative agents in classrooms, common school areas, and extracurricular activities, in accordance with

the student's Plan of Care.

- Supporting a student's daily or routine management and responding to medical incidents and medical emergencies that occur during school, as outlined in the student's Plan of Care.
- Supporting inclusion by allowing students with diabetes to perform daily or routine management activities in a school location (e.g., classroom), as outlined in their Plan of Care, while being aware of confidentiality and the dignity of the student.
- Enabling students with diabetes to participate in school to their full potential, as outlined in their Plan of Care.
- Leaving appropriate student Plan of Care information for occasional staff replacing them, in a prominent and accessible format.
- In the case of an emergency, assist with administering diabetes medication to students in their care.
- Calling 911, or, if appropriate, notifying the principal or designate to call 911, in the case of a medical emergency.

Students are responsible for:

- Taking responsibility for advocating for their personal safety and well-being consistent with their cognitive, emotional, social, and physical stage of development and their capacity for self-management, where possible.
- Participating in the development and review of their Plan of Care, as developmentally appropriate.
- Carrying out daily or routine self-management of their medical condition to their full potential, as described in their Plan of Care.
- Communicating with their parents/guardians and school staff if they are facing challenges related to their diabetes at school.
- Wearing medical alert identification that they and/or their parent(s)/guardian(s) deem appropriate.
- If possible, inform school staff and/or their peers if a medical incident or a medical emergency occurs.

Parent(s)/Guardian(s) are responsible for:

- When a student is diagnosed by a physician with diabetes, it is the responsibility of the parent(s)/guardian(s) to identify the student to the school Principal, to provide all relevant information and ensure the Plan of Care is accurate.
- Educating their child about their diabetes with support from their child's health care professional, as needed.
- Guiding and encouraging their child to reach their full potential for self-management and self-advocacy.
- Informing the school of their child's diabetes and keeping the school updated on

any changes required in the child's Plan of Care.

- Completing the Plan of Care for Prevalent Medical Conditions form in conjunction with the school administration.
- Providing their child with safe foods, including food for special occasions celebrated at school events.
- Encouraging their children to respect school prevention plans.

Progress Indicators

- The members of CDSBEO school and workplace communities have the information which they need to provide support to those with diabetes
- Students advocate for their own health and well-being to support their Plan of Care to their maximum potential.
- Parent(s)/Guardian(s) cooperate with the school to provide all relevant information in relation to their child's diabetes.

Definitions

- **Diabetes:** A chronic, metabolic disease characterized by elevated levels of blood glucose (or blood sugar).
- **Plan of Care:** Is a form that contains individualized information on a student with a prevalent medical condition.

Related Documents

- Appendix A – Plan of Care: Requirements & Checklist
- Appendix B – Plan of Care: Diabetes
- Appendix C – Medical Conditions, Incidents & Emergencies – Monthly Form for Principals

References

- Diabetes at School Canada
- Healthy Schools, Ministry of Education
- Municipal Freedom of Information and Protection of Privacy Act
- Ontario Education Services Corporation - Prevalent Medical Conditions: Plans of Care
- PPM 161: Supporting Children and Students with Prevalent Medical Conditions
- The Education Act