

Student Name  
Anytown, USA 12345  
Dad cell: xxxxxx  
Mom's cell: xxxxxxx



Dear substitute teacher,

Hello! My name is (Student Name), I am a X grade student at (Name of School), and I have Type 1 Diabetes. This means that my pancreas no longer produces insulin. I require regular blood glucose monitoring and insulin administered via the pump or injections to maintain my blood glucose levels. Due to this condition it is important that you know the following information:

- I visit the school nurse as needed to test my blood glucose levels or to treat a low or high blood glucose level. **A buddy must accompany me to the nurse's office if I am symptomatic of a low blood glucose.**
- Hypoglycemia (low blood glucose levels) and hyperglycemia (high blood sugar levels) are both very serious conditions that need to be addressed immediately by the school nurse. If I am showing symptoms of high or low blood glucose levels, an adult or fellow student must take me immediately to the Nurse's office. Symptoms of high/low blood sugar include:

<b>Low blood glucose symptoms (Hypoglycemia)</b>	<b>High blood glucose symptoms (Hyperglycemia)</b>
Shakiness, Drowsiness, Dizziness, Sweating, Hunger, Headache, pale skin color, sudden mood swings (including crying or obnoxious behavior), poor coordination (clumsy and/or jerky movements), poor attention span/confusion, tingling sensation around mouth, seizure, loss of consciousness.	Excessive thirst, fatigue, weakness, frequent urination, blurry vision

If the school Nurse finds my blood glucose is low, I will remain there and have juice or a snack and be retested in 15 – 30 minute intervals until my blood glucose level is within an acceptable range. If I am low it is important that I am not left alone until it has been determined that I have achieved normal levels. I must remain in the company of an adult if I am experiencing a low blood sugar level.

If the school Nurse finds my blood glucose is high, I will remain there for a short time while she

tests me and I drink additional water.

- If I have to leave school due to either a serious high or low blood sugar an adult should accompany me to the office. I should never go alone or in the company of another student.
- If a special event is taking place (e.g. class party), my parents need to be consulted in advance to determine if I can have the same treat as the rest of the class.

Please contact my parents or school nurse with any questions that you might have regarding diabetes and my health plan.

Sincerely,

(Student Name)

Test schedule:

Student Name will test in the classroom whenever necessary and can text or call parents if their input is necessary for treatment.

Please see Quick Reference Emergency Plan for more specific information about blood sugar levels and necessary treatments.