

	Diabetes Policy & Procedures
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Authorisation	General Manager
Expiry Date	Policy to be reviewed Annually
Responsible Officer	Manager Evolve Early Learning & Kindergarten
Policy Owner	Evolve Early Learning & Kindergarten

Policy

Evolve Early Learning & Kindergarten is committed to:

- Ensuring the safety and wellbeing of children who are diagnosed with Diabetes
- Providing a safe and healthy environment in which children can participate fully in all aspects of the program
- Actively involving the parents/guardians of each child diagnosed with Diabetes in assessing risks, and developing risk minimisation and risk management strategies for their child
- Ensuring that all staff/educators and other adults at the service have adequate knowledge of Diabetes and procedures to be followed in the event of a Diabetes-related emergency
- Facilitating communication to ensure the safety and wellbeing of children diagnosed with Diabetes.

Purpose

Evolve Early Learning & Kindergarten is committed to:

- Ensuring that enrolled children with Type 1 Diabetes and their families are supported, while children are being educated and cared for by the service.
- The *Diabetes Policy* should be read in conjunction with the *Dealing with Medical Conditions Policy*.
- This policy has been adapted from *PolicyWorks Manual - National Quality Framework* released by the Early Learning Association Australia.

Scope

This policy applies to Evolve Early Learning & Kindergarten who is responsible for the direct education and care of children including offsite excursions and activities.

This policy applies to the Approved Provider, Nominated Supervisor/Primary Nominee, Nominated Certified Supervisor, Educators, Staff, Students on placement, Volunteers, Parents/guardians, Children and others attending Evolve Early Learning & Kindergarten.

National Quality Standards (NQS)

Quality Area 2: Children's Health and Safety

2.1 Health – Each child's health and physical activity is supported and promoted

2.1.2 Health practices and procedures - Effective illness and injury management and hygiene practices are promoted and implemented

2.2 Safety - Each child is protected

2.2.1 Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard

Background

- Services that are subject to the National Quality Framework (NQF) must have a policy for managing medical conditions in accordance with the *Education and Care Services National Law Act 2010* and the *Education and Care Services National Regulations 2011* (National Regulations).

This policy must define practices in relation to:

- The management of medical conditions
- Procedures requiring parents/guardians to provide a medical management plan if an enrolled child has a relevant medical condition (including Diabetes)
- Development of a Risk Minimisation Plan in consultation with a child's parents/guardians and staff/educators
- Development of a Communication Plan for staff/educators and parents/guardians.
- Staff/educators and volunteers must be informed about the practices to be followed in the management of specific medical conditions at the service.
- Parents/guardians of an enrolled child with a specific health care need, allergy or other relevant medical condition must have access to the *Dealing with Medical Conditions Policy* (in addition to any other relevant service policies).
- Services must ensure that each child with Diabetes has a current Diabetes management plan prepared specifically for that child by their Diabetes medical specialist team, at or prior to enrolment, and must implement strategies to assist children with Type 1 Diabetes.
- A child's Diabetes management plan provides staff/educators with all required information about that child's Diabetes care needs.

The following lists key points to assist service staff/educators to support children with Type 1 Diabetes:

- Follow this policy, the service's *Dealing with Medical Conditions Policy* and procedures for medical emergencies involving children with Type 1 Diabetes.

- Parents/guardians should notify the service immediately about any changes to the child's individual Diabetes management plan.
- The child's Diabetes medical specialist team may include an endocrinologist, Diabetes nurse educator and other allied health professionals. This team will provide parents/guardians with a Diabetes management plan to supply to the service.
- Further information can be found at Diabetes Australia Vic (see *Sources*).
- Most children with Type 1 Diabetes can enjoy and participate in service programs and activities to their full potential, but are likely to require additional support from staff/educators to manage their Diabetes.
- While attendance at the service should not be an issue for children with Type 1 Diabetes, they may require time away to attend medical appointments.

Education and Care National Regulations

- Medical Conditions Policy (National Regulations 90)
- Medical Conditions Communication Plan (National Regulations 90(1)(iv))
- Medical Conditions policy to be provided to parents (National Regulations 91)
- Medical Record (National Regulations 92)
- Administration of medication (National Regulations 93)
- Exception to authorisation requirement - anaphylaxis or asthma emergency (National Regulations 94)
- Procedure for administration of medication (National Regulations 95)
- Self-administration of medication (National Regulations 96)

Responsibility/Accountability

The Approved Provider, according to Regulations is responsible for the implementation of this policy. This will be achieved through the Centre Manager and the staff:

- A *Diabetes Policy* is developed and implemented at the service
- Nominated Supervisor, Nominees, Certified Supervisor, educators, staff, students and volunteers at the service are provided with access to the *Diabetes Policy* and the *Dealing with Medical Conditions Policy*
- Programs delivered at the service are inclusive of children diagnosed with Diabetes (refer to *Inclusion and Equity Policy*), and that children with Diabetes can participate in all activities safely and to their full potential
- Parents/guardians of an enrolled child who is diagnosed with Diabetes are provided with access to the *Diabetes Policy* (including procedures) and the *Dealing with Medical Conditions Policy* (National Regulations 91)
- Nominated Supervisor, Nominees, Certified Supervisor, staff/educators and volunteers at the service are aware of the strategies to be implemented for the management of Diabetes at the service
- Each enrolled child who is diagnosed with Diabetes has a current Diabetes management plan prepared specifically for that child by their Diabetes medical practitioner, at or prior to enrolment
- Nominated Supervisor, Nominees, Certified Supervisor, educators, staff, students, volunteers and others at the service follow the child's Diabetes management plan in the event of an incident at the service relating to their Diabetes

- A Risk Minimisation Plan is developed for each enrolled child diagnosed with Diabetes in consultation with the child's parents/guardians and staff/educators, in accordance with National Regulations 90.
- A Communication Plan is developed for staff/educators and parents/guardians in accordance with National Regulations 90 and encouraging ongoing communication between parents/guardians and staff/educators regarding the management of the child's medical condition
- Children diagnosed with Diabetes are not discriminated against in any way and are able to participate fully in all programs and activities at the service.

The Nominated Supervisor/Primary Nominee is responsible for:

- Ensuring that the *Diabetes Policy* is implemented at the service
- Compiling a list of children with Diabetes and placing it in a secure but readily accessible location known to all staff/educators. This should include the Diabetes management plan for each child
- Following the strategies developed for the management of Diabetes at the service
- Ensuring that all staff/educators, including casual and relief staff, are aware of children diagnosed with Diabetes, symptoms of low blood sugar levels, and the location of medication and Diabetes management plans
- Following the child's Diabetes management plan in the event of an incident at the service relating to their Diabetes
- Following the Risk Minimisation Plan for each enrolled child diagnosed with Diabetes
- Following the Communication Plan for each enrolled child diagnosed with Diabetes
- Ensuring that programmed activities and experiences take into consideration the individual needs of all children, including children diagnosed with Diabetes
- Communicating with parents/guardians regarding the management of their child's Diabetes
- Ensuring that children diagnosed with Diabetes are not discriminated against in any way and are able to participate fully in all programs and activities at the service.

Certified Supervisors/Nominees and other staff/educators are responsible for:

- Reading and complying with this *Diabetes Policy* and the *Dealing with Medical Conditions Policy*
- Following the strategies developed for the management of Diabetes at the service
- Following the Risk Minimisation Plan for each enrolled child diagnosed with Diabetes
- Following the Communication Plan for each enrolled child diagnosed with Diabetes
- Knowing which children are diagnosed with Diabetes, and the location of their medication and Diabetes management plans
- Following the child's Diabetes management plan in the event of an incident at the service relating to their Diabetes
- Communicating with parents/guardians regarding the management of their child's medical condition
- Ensuring that children diagnosed with Diabetes are not discriminated against in any way and are able to participate fully in all programs and activities at the service.

Parents/guardians are responsible for:

- Reading and complying with the *Diabetes Policy*, Diabetes management strategies and the *Dealing with Medical Conditions Policy*
- Parents/guardians of children diagnosed with Type 1 Diabetes are responsible for:

- Providing the service with a current Diabetes management plan prepared specifically for their child by their Diabetes medical specialist team
- Working with the Nominated Supervisor/Primary Nominee, or other relevant staff/educators to develop a Risk Minimisation Plan for their child
- Working with the Nominated Supervisor/Primary Nominee, or other relevant staff/educators to develop a Communication Plan
- Ensuring that they provide the service with any equipment, medication or treatment, as specified in the child's individual Diabetes management plan.
- Volunteers and students, while at the service, are responsible for following this policy and its procedures.

Definitions

The terms defined in this section relate specifically to this policy and related procedures. For commonly used terms e.g. Approved Provider, Regulatory Authority etc. refer to the *Glossary of Terms*.

Word/Term	Definition
Communication Plan	A plan that forms part of the policy outlining how the service will communicate with parents/guardians and staff/educators in relation to the policy. The Communication Plan also describes how parents/guardians and staff/educators will be informed about Risk Minimisation Plans and emergency procedures to be followed when a child diagnosed with Diabetes is enrolled at a service.
Insulin	Medication prescribed and administered by injection or continuously by a pump device to lower the Blood Glucose level. In the body, Insulin allows glucose from food (carbohydrates) to be used as energy, and is essential for life.
Insulin Pump	A small, computerised device to deliver Insulin constantly, connected to an individual via an infusion line inserted under the skin.
Risk Minimisation Plan	A service-specific plan that details each child's Medical Condition, identifies the risks of the Medical Condition and practical strategies to minimise those risks. The plan should include who is responsible for implementing the strategies. The Risk Minimisation Plan should be developed by families of children with specific Medical Conditions that require Medical Management Plans, in consultation with staff/educator at the service upon enrolment or diagnosis of the condition.
Type 1 Diabetes	An autoimmune condition that occurs when the immune system damages the Insulin producing cells in the pancreas. Type 1 Diabetes is treated with Insulin replacement via injections or a continuous infusion of Insulin via a pump. Without Insulin treatment, Type 1 Diabetes is life threatening.

DIABETES PROCEDURE

Purpose

This procedure will provide a process to ensure that enrolled children with Type 1 Diabetes and their families are supported, while children are being educated and cared for by the service.

This procedure should be read in conjunction with the *Dealing with Medical Conditions Procedure*

Procedure

- All educators are required to hold a current approved First Aid certificate, Anaphylaxis management certificate and Asthma management certificate (where required by Law).
- When a child has been diagnosed with Diabetes, the parent/guardian is required to provide a current medical management plan, including a current photograph of the child, prior to the child accessing care, developed and signed by a medical practitioner.
- All staff, educators and volunteers are to follow the processes outlined in the medical management plan.
- The medical management plan, or a description of its location, is required to be displayed at the service.
- Prior to accessing the service, the staff/educators will develop a Risk Minimisation Plan in consultation with the parent/guardian, which includes the identified risk, identifies the child, their medical management plan and the location of their medication.
- Educators will ensure that the child does not attend the service without the medication prescribed by the child's medical practitioner.
- A Communication Plan will be developed to ensure all relevant staff, educators and volunteers are informed of the *Administration of Medication Policy*, medical management plan, Risk Minimisation Plan, and how the parent/guardian can communicate any changes to the medical management plan and Risk Minimisation Plan for their child.
- Educators will be instructed in how to carry out the procedures required before the child attends the service.
- All medication administered needs to be documented as per the *Administering Medication Policy*.
- The Centre Manager must notify the Department of Education & Training (DET) as soon as practicable and no later than 24 hours if emergency services have been called.

In terms of impact at the service

- Most children with Type 1 Diabetes can enjoy and participate in children's services to the full. Some children may require additional support from educators to manage their Diabetes, and while attendance at children's services should not be an issue, they may require some time away from children's services to attend medical appointments.
- Services should ensure that medical advice is received from the child's health practitioner.

Different ways children's services can support children in managing Diabetes

- Monitoring blood glucose (BG) levels
- Checking blood glucose levels requires a blood glucose monitor and finger pricking device.
- The child's Diabetes management plan should state the times and the method of relaying information about any changes in blood glucose levels. Depending on the child's age, a communication book can be used to provide information about the child's change in BG levels between parents/guardians and the children's service.
- Checking of BG occurs at least four times a day to evaluate the Insulin dose. Some of these checks may need to be done at the children's service and some younger children may need supervision when performing BG checks.

Administering Insulin

- Administration of Insulin during children's service operational hours may or may not be required in the children's Diabetes management plan.

As a guide Insulin is commonly administered:

- Twice a day, before breakfast and dinner, or by a small Insulin Pump worn by the child that provides continuous Insulin delivery, or
- Four times a day with pen Insulin (children may need assistance from parents/guardians or a designated educator to administer pen Insulin).
- Should a child whose health condition(s) requires additional care and attention during children's service operational hours, consultation is required with the parents/guardians and health professionals to ensure that educators are undertaking tasks within their scope of practice and training.

Infection control

- Infection control procedures must be followed. These include having instruction about ways to prevent infection and cross infection when checking BG levels and administering Insulin, hand washing, one child/one device, disposable lancets and syringes and the safe disposal of all medical waste.

Timing meals

- Most meal requirements will fit into regular children's service routines. Young children may require extra supervision at meal and snack times.
- It needs to be recognised that if an activity is running overtime, children with Diabetes cannot delay meal times.

Physical activity

- A serve of carbohydrates should precede exercise.
- Exercise is not recommended for children whose BG levels are high as it may cause them to become even more elevated.

Special event participation

- Special event participation including service parties can include children with Type 1 Diabetes in consultation with their parents/guardians.
- Children's services need to provide alternatives when catering for special events, such as offering low sugar or sugar-free drinks and/or sweets

Communicating with parents

- Services should communicate directly with the parents/guardians to ensure the children's individual Diabetes management plan is current.
- This should also include a separate excursion plan if required. Depending on the age of the child, establish a home-to-service means of communication to relay health information and any health changes or concerns.
- Setting up a communication book is recommended and where appropriate.

References, Sources, Links to Legislation and Other Documents

Please refer to Reference and Sources page

Related service policies:

Administration of First Aid Policy
Administration of Medication Policy
Dealing with Medical Conditions Policy
Enrolment and Orientation Policy
Excursions and Service Events Policy
Food Safety Policy
Hygiene Policy
Incident, Injury, Trauma and Illness Policy
Inclusion and Equity Policy
Nutrition and Active Play Policy
Occupational Health and Safety Policy
Privacy and Confidentiality Policy
Supervision of Children Policy.