

Diabetes Policy

Purpose

The aim of this policy is to:

- Provide a safe and healthy environment in which children with diabetes can participate equally and to the full extent of their capabilities in all aspects of the children’s program and experiences.
- ECMS will ensure that educators, staff and families have adequate knowledge of diabetes and emergency procedures.
- Raise awareness of diabetes and its management amongst all at the service through education and policy implementation.

This policy should be read in conjunction with the Dealing with Medical Conditions Policy.

Principles

ECMS believes that the safety and wellbeing of children who are diagnosed with diabetes is a whole-of-community responsibility, and is committed to:

- 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, in assessing risks, and in developing risk minimisation and risk management strategies for their child
- Ensuring all staff members and other adults at the service have adequate knowledge of medical conditions and appropriate procedures
- Facilitating communication to ensure the safety and wellbeing of children

Background

Diabetes is a chronic disease with serious complications.

While there is currently no cure, diabetes can be well managed. Diabetes occurs when the level of blood glucose becomes higher than normal. In people with diabetes, insulin, the hormone used by the body to convert glucose from food into energy, is no longer produced or not produced in sufficient amounts by the body. Glucose eaten by people with diabetes in food such as breads, cereals, fruit, milk, sweets and starchy vegetables can’t be converted into energy, so the glucose stays in the blood.

Type 1 diabetes is the form of diabetes that occurs in childhood, it is fatal without life-long insulin injections. Insulin lowers blood glucose levels and allows a return to good health.

Document Name: Diabetes policy	Next Review Date: January 2020	Dates reviewed: July 16, Jan 19
Document Author: Director ECE	File Location: Inside Play Resources Policy and Procedure	Release date: Jan 2019 Page 1 of 5

Children with Type 1 diabetes will commonly require blood glucose tests several times a day and insulin, via a syringe, insulin pen or an insulin pump, during the day. The timing of insulin injections and food intake is important in maintaining a balance so the level of glucose is not too high or too low.

The activities of children with diabetes, and the effect of the activities on the child's wellbeing, require close monitoring throughout the day, as different activity levels use different levels of glucose for energy and extra food may need to be eaten with, for example, physical activity.

Scope

All ECMS Educators.

This policy will apply regardless of whether a child diagnosed by a registered medical practitioner as being at risk of anaphylaxis is enrolled at the service.

Roles and Responsibilities

Director, Early Childhood Education	<p>Accountable for:</p> <ul style="list-style-type: none"> Ensuring implementation and compliance with this policy and procedure.
Area Managers	<p>Responsible for:</p> <ul style="list-style-type: none"> Ensuring implementation and compliance with this policy and procedure Ensuring that a diabetes policy, which meets legislative requirements and includes a risk minimisation plan and communication plan, is developed and displayed at the service, and reviewed regularly Providing approved training to staff as required under the National Regulations.
Nominated Supervisors/Centre Directors	<p>Responsible for:</p> <ul style="list-style-type: none"> The Nominated Supervisor, the child's parents/guardians and the child's doctor will develop a medical management plan for the child while at the centre and ensure that this Plan is reviewed and updated annually. The Nominated Supervisor and the child's parents/guardians will develop a child's risk minimisation plan and a services risk minimisation and communication plan for the child's attendance at the centre. The Nominated Supervisor, the child's main educator and the child's parents/guardians will develop a communications plan for staff members and families. The Nominated Supervisor will inform all educators and staff, including relief staff, of the child's condition and the medical management plan. The Nominated Supervisor will attach a copy of the medical management plan and risk minimisation plan to the child's enrolment record and ensure they are readily accessible by all staff. The Nominated Supervisor will ensure the child's needs are factored into the risk assessment and treatment for any excursion or centre event.

Document Name: Diabetes policy	Next Review Date: January 2020	Dates reviewed: July 16, Jan 19
Document Author: Director ECE	File Location: Inside Play Resources Policy and Procedure	Release date: Jan 2019 Page 2 of 5

	<ul style="list-style-type: none"> • The Nominated Supervisor, educators and the child's parents/guardians will educate other children and the centre community about diabetes. • The Nominated Supervisor will ensure that at all times that a child with diabetes is in attendance at least one staff member on duty has the skills, knowledge and expertise to meet the child's ongoing health needs and is able to respond in an emergency. • Ensuring the enrolment checklist for children diagnosed with diabetes is completed • Ensuring a medication record is kept for each child to whom medication is to be administered by the service (Regulation 92) • Implementing a communication plan and encouraging ongoing communication between parents/guardians and staff regarding the current status of the child's allergies, this policy and its implementation • Immediately communicating any concerns with parents/guardians regarding the management of children diagnosed with diabetes attending the service • Ensuring that medication is not administered to a child at the service unless it has been authorised and administered in accordance with Regulations 95 and 96 • Ensuring that parents/guardians of a child and emergency services are notified as soon as is practicable if medication has been administered to that child in an anaphylaxis emergency without authorisation from a parent/guardian or authorised nominee (Regulation 94) • Ensuring that a medication record is kept that includes all details required by Regulation 92(3) for each child to whom medication is to be administered • Ensuring that written notice is given to a parent/guardian as soon as is practicable if medication is administered to a child in the case of an emergency • Responding to complaints and notifying Department of Education and Training, in writing and within 24 hours, of any incident or complaint in which the health, safety or wellbeing of a child may have been at risk • Displaying Ambulance Victoria's AV How to Call Card near all service telephones • Complying with the risk minimisation procedures • Ensuring that Educators/staff who accompany children diagnosed with diabetes outside the service carry all required medication as outlined in medical management plans and have the appropriate First Aid training
Educators	<p>Are responsible for:</p> <ul style="list-style-type: none"> • Reading and complying with the Diabetes Policy and the Dealing with Medical Conditions Policy

Document Name: Diabetes policy	Next Review Date: January 2020	Dates reviewed: July 16, Jan 19
Document Author: Director ECE	File Location: Inside Play Resources Policy and Procedure	Release date: Jan 2019 Page 3 of 5

	<ul style="list-style-type: none"> • The cook and/or other staff responsible for planning, preparing and serving food will ensure that a child with diabetes is provided with suitable food, including carbohydrates with all meals and snacks, and at suitable intervals. • Assisting with the development of a risk minimisation plan for children diagnosed with diabetes at the service • Informing the approved provider and the child's parents/guardians following a diabetic episode • Providing information to the service community about resources and support for management and prevention of diabetes • Complying with the risk minimisation procedures • Discussing with parents/guardians the requirements for completing the enrolment form and medication record for their child • Consulting with the parents/guardians of children diagnosed with diabetes in relation to the health and safety of their child, and communicating any concerns • Ensuring that children diagnosed with diabetes are not discriminated against in any way and are able to participate fully in all activities, in accordance with their medical management plans
Parents/guardians	<p>Are responsible for:</p> <ul style="list-style-type: none"> • Informing staff, either on enrolment or on initial diagnosis, of their child's medical condition and review and update any changes annually or as changes are identified • Completing all details on the child's enrolment form, including medical information and written authorisations for medical treatment, ambulance transportation and excursions outside the service premises • Assisting the approved provider and staff to develop a risk minimisation plan • Assisting staff by providing information and answering questions regarding their child's condition • Notifying staff of any changes to their child's medical status • Reading and complying with this policy and all procedures • Bringing relevant issues and concerns to the attention of both staff and the Nominated Supervisor/Centre Director.

Related legislation	<ul style="list-style-type: none"> • Education and Care Services National Law Act 2010: Sections 167, 169 • Education and Care Services National Regulations 2011: Regulations 90–96, 102, 136, 137, 146, 147, 160–162, 168(2)(d), 173, 177, 181, 183, 184, 246 • Health Records Act 2001 (VIC) Occupational Health and Safety Act 2004 (VIC)
---------------------	--

Document Name: Diabetes policy	Next Review Date: January 2020	Dates reviewed: July 16, Jan 19
Document Author: Director ECE	File Location: Inside Play Resources Policy and Procedure	Release date: Jan 2019 Page 4 of 5

	<ul style="list-style-type: none"> • Privacy and Data Protection Act 2014 (VIC) • Privacy Act 1988 (Cth) • Public Health and Wellbeing Act 2008 (VIC) • Public Health and Wellbeing Regulations 2009 (VIC)
Related ECMS policy and procedure	<ul style="list-style-type: none"> • Administration of First Aid • Medication • Asthma • Dealing with Medical Conditions • Anaphylaxis • Enrolment • Orientation • Excursions • Food Handling and Preparation • Incident, Injury, Trauma and Illness • Inclusion • Nutrition • Privacy and Confidentiality • Supervision of Children
Sources and further reading	<ul style="list-style-type: none"> • ACECQA provides lists of approved first aid training, approved emergency asthma management training and approved anaphylaxis management training on their website: www.acecqa.gov.au/qualifications/approved-first-aid-qualifications • Diabetes Resource for Early Childhood http://www.diabetesvic.org.au/type-1-diabetes/children-a-adolescents/diabetes-and-early-childhood

Document Name: Diabetes policy	Next Review Date: January 2020	Dates reviewed: July 16, Jan 19
Document Author: Director ECE	File Location: Inside Play Resources Policy and Procedure	Release date: Jan 2019 Page 5 of 5