

Diabetes Procedure

Procedures

Refer to Dealing with Medical Conditions

Attachment : Risk Minimisation Plan

Attachment : Communication Plan

Roles and Responsibilities

- 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.
- 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.
- 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 or the Family Day Care educator has the skills, knowledge and expertise to meet the child's ongoing health needs and is able to respond in an emergency.
- 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.
- All plans will be reviewed and updated annually.

At all times that a child with diabetes is in attendance at least one staff member on duty will have the skills, knowledge and expertise to meet the child's ongoing health needs and ability to respond in an emergency. This includes knowing about:

- The child's medical management plan.
- How to keep the child's blood glucose level at an optimum level.

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- Signs and symptoms of hypoglycaemia (low blood glucose) and hyperglycaemia (high blood glucose).
- How to respond if the child shows any sign or symptom of hypoglycaemia or hyperglycaemia.
- What to do if the child is unwell (vomiting, high temperature), as illness affects blood glucose levels.
- How to measure blood glucose levels and interpret the results.
- How to administer the correct dose of insulin.
- Monitoring the child's physical activity and food intake to prevent hypoglycaemia.

Educators will:

- Provide a safe environment by ensuring the child has access to the type and quantity of food that best manages the child's condition.
- Adequately supervise the child at meal and snack time to ensure s/he eats the optimum type and amount of food.
- Establish and maintain positive, collaborative relationships with the child's families to facilitate effective communication and decision making.
- Understand the effect of blood glucose levels on the child's concentration, temperament and moderate their interactions and expectations.
- Inform families of any planned special occasions or birthday parties and discuss options for the child's involvement and ways that the child can be fully included.

Sources and Further Reading

Education and Care Services National Regulations 2011
 Diabetes Resource for Early Childhood
<http://www.diabetesvic.org.au/type-1-diabetes/children-a-adolescents/diabetes-and-early-childhood>

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