



Marton Activity Centre

MAC Policy

DIABETES MANAGEMENT

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Diabetes in children can be a diagnosis that has a significant impact on families and children. It is imperative that Educators and Staff within the Out of School Hours Services understand the responsibilities of diabetes management. Most children will require the Service and Educators to manage members to manage their diabetes while in attendance.

POLICY STATEMENT

Marton Activity Centre is committed to providing a safe and healthy environment that is inclusive for all children, staff, visitors and family members. The aim of this policy and procedure is to minimise the risk of a Diabetic Medical Emergency occurring for any child whilst at our Service, also ensuring that Staff Members are able to support the management of the illness.

Marton Activity Centre has a legal responsibility to provide:

- A safe environment
- Adequate supervision

Staff Members including Relief Staff need to know enough about Diabetes to ensure the safety of those students (especially in regard to hypoglycaemia and safety in sport).

SCOPE

This policy applies to the children, families, staff, management and visitors of Marton Activity Centre.

DESCRIPTION

- Type-1 diabetes is an autoimmune condition, which occurs when the immune system damages the insulin producing cells in the pancreas. This condition 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.
- Type-2 diabetes occurs when either insulin is not working effectively (insulin resistance) or the pancreas does not produce sufficient insulin (or a combination of both). Type-2 diabetes accounts for between 85 and 90 per cent of all cases of diabetes and usually develops in adults over the age of 45 years but is increasingly occurring at a younger age. Type-2 diabetes is unlikely to be seen in children under the age of 4 years old.

PROCEDURE

The Service will involve all Educators, Families and Children in regular discussions about Medical Conditions and general health and wellbeing throughout our curriculum. Marton Activity Centre will adhere to Privacy and Confidentiality procedures when dealing with individual health needs. A copy of Dealing with Medical Conditions and Medical Administration Policy will be provided to all Educators, Volunteers and Families of MAC. It is important that communication is open between Families and Educators so that management of diabetes is effective.

Children diagnosed with Diabetes will not be enrolled into the Service until the Child's Medical plan is completed and signed by their Medical Practitioner and they have filled out the Service's Medical / Additional Needs Risk Management, Minimisation and Communication Plan. And the Relevant Staff Members have been trained on how to manage the individual child's diabetes.

It is imperative that all Educators and Volunteers at Marton Activity Centre follow a Child's Medical Management Plan in the event of an incident related to a child's specific health care needs, allergy or medical condition.

MANAGEMENT, NOMINATED SUPERVISOR / RESPONSIBLE PERSON WILL ENSURE:

- Parents/guardians of an enrolled child who is diagnosed with diabetes are provided with a copy of the Diabetes Management Policy and Dealing with Medical Conditions and Medical Administration Policy.
- All staff members, including volunteers, are provided with a copy of the Diabetes Management policy along with Dealing with Medical Conditions and Medical Administration Policy that is reviewed annually.
- A copy of this policy is provided and reviewed during each new staff member's induction process.
- All staff members have completed first aid training approved by the Education and Care Services National Regulations at least every 3 years and is recorded, with each staff members' certificate held on the Service's premises.

- When a child diagnosed with diabetes is enrolled, all staff attend regular training on the management of diabetes and, where appropriate, emergency management of diabetes.
- At least one staff member who has completed accredited training in emergency first aid is present in the Service at all times whenever children with diabetes are being cared for in the Centre.
- There is a staff member who is appropriately trained to perform finger-prick blood glucose or urinalysis monitoring and knows what action to take if these are abnormal.
- The family supplies all necessary glucose monitoring and management equipment.
- A Medical / Additional Needs Risk Management, Minimisation and Communication Plan is completed for each child diagnosed, outlining procedures to minimise the risks involved. The plan will cover the child's known triggers and where relevant other common triggers which may lead to a Diabetic emergency.
- All staff members are trained to identify children displaying the symptoms of a diabetic emergency and location of the Diabetic Management Plan as well as the Emergency Management Plan.
- All staff, including casual and relief staff, are aware of children diagnosed with diabetes attending the Service, symptoms of low blood sugar levels, and the location of diabetes management plans and emergency management plans.
- Each child with type-1 diabetes has a current individual Diabetes Management Plan prepared by the individual child's diabetes medical specialist team, at or prior to enrolment.
- Ensure that a child's Diabetes Management Plan is signed by a Registered Medical Practitioner and inserted into the enrolment record for each child. This will describe any prescribed medication for that child as well as the emergency management of the child's medical condition.
- Before the child's enrolment commences, the family will meet with the Service and Educators to begin the communication process for managing the child's medical condition in consultation with the registered medical practitioner's instructions.
- A Medical / Additional Needs Risk Management, Minimisation and Communication Plan is developed for staff and parents/guardians encouraging ongoing communication between parents/guardians and staff regarding the management of the child's medical condition, the current status of the child's medical condition, this policy and its implementation within the Service prior to the child starting at the Service.
- Individual Diabetes Management and Emergency Medical Management Plans will be displayed in key locations throughout the Service.
- A staff member accompanying children outside the Service, including delivery to and collection from school, carries the appropriate monitoring equipment, any prescribed medication, a copy of the Diabetes Management and Emergency Medical Management Plan for children diagnosed with diabetes, attending excursions and other events.

- The programs delivered at the Service are inclusive of children diagnosed with diabetes and that children with diabetes can participate in all activities safely and to their full potential.
- All staff and volunteers at the Service are aware of the strategies to be implemented for the management of diabetes at the Service in conjunction with each child's Diabetes Management Plan.
- Updated information, resources and support is regularly given to families for managing childhood diabetes.
- That no child diagnosed with diabetes attends the Service without the appropriate monitoring equipment and any prescribed medications.
- Availability of meals, snacks and drinks that are appropriate for the child and are in accordance with the child's Diabetes Management plan at all times.

EDUCATORS WILL:

- Read and comply with this Diabetes Management Policy and the Dealing with Medical Conditions and Medical Administration Policy.
- Know which children are diagnosed with diabetes, and the location of their monitoring equipment, Diabetes Management and Emergency Plans and any prescribed medications.
- Perform finger-prick blood glucose or urinalysis monitoring and will act by following the child's diabetes management plan if these are abnormal.
- Communicate with parents/guardians regarding the management of their child's medical condition.
- Ensure 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.
- Follow the strategies developed for the management of diabetes at the Service.
- Follow the Medical / Additional Needs Risk Management, Minimisation and Communication Policy for each enrolled child diagnosed with diabetes.
- Ensure a copy of the child's Diabetes Management Plan is visible and known to staff in a Service.
- Take all personal Diabetes Management Plans, monitoring equipment, medication records, Emergency Management Plans and any prescribed medication when delivering or collecting the child from school, as well as on excursions and other events outside the Service.
- Recognise the symptoms of a diabetic emergency and treat appropriately by following the Diabetes Management Plan and the Emergency Management Plan.
- A suitably trained and qualified Educator will administer prescribed medication if needed according to the Emergency Medication Management Plan in accordance with the Service's Administration of Medication Policy.
- Identify and where possible minimise possible triggers as outlined in the child's Diabetes Management Plan and Medical / Additional Needs Risk Management, Minimisation and Communication Policy.
- Ensure that children with diabetes can participate in all activities safely and to their full potential.

- Increase supervision of a child diagnosed with diabetes on special occasions such as excursions, incursions, parties and family days.
- Regularly check and record the expiry date of the prescribed medication relating to the medical condition.
- Provide information to the service community about resources and support for managing childhood diabetes.
- Ensure there are glucose foods or sweetened drinks readily available to treat hypoglycaemia at all times (low blood glucose), e.g. glucose tablets, glucose jelly beans, etc.

FAMILIES WILL ENSURE THEY PROVIDE THE SERVICE WITH:

- Details of the child's health problem, treatment, medications and allergies.
- Their doctor's name, address and phone number, and a phone number for contact in case of an emergency.
- A Diabetes Care Plan and Emergency Medical Plan following enrolment and prior to the child starting at the Service, which should include:
 - When, how and how often the child is to have finger-prick or urinalysis glucose or ketone monitoring
 - What meals and snacks are required including food content, amount and timing
 - What activities and exercise the child can or cannot do
 - Whether the child is able to go on excursions and what provisions are required.
 - What symptoms and signs to look for that might indicate hypoglycaemia (low blood glucose) or hyperglycaemia (high blood glucose)
 - What action to take including emergency contacts and what first aid to implement
 - An up to date photograph of the child
- Develop an individual Medical Conditions Risk Minimisation Plan in conjunction with Service staff.
- The appropriate monitoring equipment needed according to the Diabetes Management Plan.
- An adequate supply of emergency medication for the child at all times according to the Emergency Management Plan.
- Information regarding their child's medical condition and provide answers to questions as required and pertaining to the medical condition
- Any changes to their child's medical condition and provide a new Diabetes Management Plan in accordance with these changes.
- All relevant information and concerns to staff, for example, any matter relating to the health of the child.

DIABETIC EMERGENCY

A diabetic emergency may result from too much or too little insulin in the blood.

There are two types of diabetic emergency.

- Very low blood sugar (hypoglycaemia, usually due to excessive insulin).
- Very high blood sugar (hyperglycaemia, due to insufficient insulin).

The more common emergency is hypoglycaemia. This can result from too much insulin or other medication, not having eaten enough of the correct food, unaccustomed exercise or a missed meal.

In a medical emergency involving a child with diabetes, the Service staff should immediately dial 000 for an ambulance and notify the family in accordance with the Regulation and Guidelines on Emergency Procedures, and administer first aid or emergency medical aid according to the child's Diabetes Management or Emergency Plan.

SIGNS AND SYMPTOMS

HYPOGLYCAEMIA:

If caused by low blood sugar, the person may:

- Feel dizzy, weak, tremble and hungry
- Look pale and have a rapid pulse
- Sweating profusely
- Numb around lips and fingers
- Appear confused or aggressive
- Unconsciousness

HYPERGLYCAEMIA:

If caused by high blood sugar, the person may:

- Feel excessively thirsty
- Have a frequent need to urinate
- Have hot dry skin, a rapid pulse, drowsiness
- Have the smell of acetone (like nail polish remover) on the breath
- Unconsciousness

CONSIDERATIONS

NATIONAL QUALITY STANDARDS (NQS)

| Quality Area 2: Children's Health & Safety | | |
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| 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 to ensure children are protected from harm and hazard. |

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS AND NATIONAL LAW

| Education and Care Services National Regulations and National law NSW | | |
|---|-----------|--|
| Reg | 90 | Medical Conditions Policy |
| Reg | 90(1)(iv) | Medical Conditions Communication Plan |
| Reg | 91 | Medical Conditions policy to be provided to parents. |
| Reg | 92 | Medication Record |
| Reg | 93 | Administration of Medication |
| Reg | 94 | Exception to authorisation requirement - Anaphylaxis or Asthma Emergency |
| Reg | 95 | Procedure for administration of medication |
| Reg | 96 | Self - Administration of medication |
| Reg | 136 | First Aid Qualifications |

SOURCE

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| Australian Children's Education & Care Quality Authority (2014) |
| Guide to the Education & Care services National Law & Education & Care Services National Regulations. |
| ECA Code of Ethics |
| Guide to the National Quality Standard |
| Revised National Quality Standards |
| Care of Young Children With Diabetes in the Child Care Setting: A Position Statement of the American Diabetes Association http://main.diabetes.org/dorg/PDFs/Advocacy/Discrimination/ps-care-of-young-children-with-diabetes-in-child-care-setting.pdf |
| As 1 Diabetes - http://as1diabetes.com.au/ |
| Staying Healthy in Child Care. 5th Edition |

SERVICE POLICIES/ DOCUMENTATION

| Policies | Documents |
|--------------------------------------|-----------------|
| Administration of First Aid | Client Handbook |
| Incident, illness, accident & Trauma | Staff Handbook |
| Medical Conditions | |
| Supervision | |