



# 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 to reduce the risk of emergency situations and long-term complications. Most younger children will require the Service and Educators to manage and monitor their diabetes whilst in attendance however, older children may be working towards independence and learning to self-monitor blood glucose and insulin injecting.*

### POLICY STATEMENT

The *Education and Care Services National Regulations* requires approved providers to ensure their services have policies and procedures in place for medical conditions including diabetes. 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 by supporting young people with diabetes, working in partnership with families and health professionals, and following the child's Medical Management Plan.

### 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.

### **DUTY OF CARE:**

Our OSHC Service has a legal responsibility to take reasonable steps to ensure that the health needs of all children enrolled in the service are met. This includes our responsibility to provide:

- a safe environment and
- adequate supervision at all times.

Marton Activity Centre will ensure all staff members, including relief staff, have adequate training and knowledge about diabetes and know what to do in an emergency to ensure the health and safety of children (especially in regard to hypoglycaemia and safety in sport). Management will ensure all staff are aware of children's medical management plan and risk management plans.

### **PROCEDURE**

Marton Activity Centre 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, including having families provide written permission to display the child's medical management plan in prominent positions within the Service.

A copy of Dealing with Medical Conditions, Medical Administration Policy and diabetes management 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 or diabetes team and the relevant staff members have been trained on how to manage the individual child's diabetes. A Risk Minimisation and Communication Plan must be developed with parents/guardians to ensure risks are minimised and strategies developed for minimising any risk to the child.

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 THAT:

- Before the child's enrolment commences, the family will meet with the Service and its educators to begin the communication process for managing the child's medical condition in adherence with the registered medical practitioner or health professional's instructions.
- 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 Medication Administration Policy, Additional Needs Policy**.
- each child with type-1 diabetes has a current individual diabetes Medical Management Plan prepared by the child's diabetes medical specialist team, at or prior to enrolment.
- discussions occur regarding authorisation for children to carry diabetes equipment with them and the self-administration of Blood Glucose testing and insulin injecting. Any authorisations for self-administration must be documented in the child's Medical Management Plan and approved by the OSHC service, parents/guardian and the child's medical management team.
- a child's diabetes Medical Management Plan is signed by a registered Medical Practitioner or Paediatrician and inserted into the enrolment record for each child. This will include all information on how to manage the child's diabetes on a day to day basis as well as the emergency management of the child's medical condition. Information may include:
  - blood glucose testing- BG meter
  - insulin administration
  - food, carbohydrate counting
  - how to store insulin correctly
  - how the insulin is delivered to the child- as an injection or via an insulin pump/ Continuous Glucose Monitoring CGM
  - oral medicine the child may be prescribed
  - managing diabetes during physical activities and excursions
  - permission for the child to self-administer blood glucose testing and insulin injecting
- a risk minimisation plan will be developed in collaboration with parents/guardian and cover the child's known triggers and where relevant other common triggers which may lead to a diabetic emergency.
- parents/guardians and staff regarding the management of the child's medical condition, the current status of the child's medical condition, and this policy and its implementation within the Service prior to the child starting at the OSHC Service

- all staff members including volunteers are provided with a copy of the Diabetes Management Policy and the Medical Conditions Policy which are reviewed annually
- a copy of this policy is provided during each new staff member's induction process and they will read risk management plan and sign off.
- all staff members have completed first aid training approved by the Education and Care Services National Regulations/ ACECQA at least every 3 years and that this is recorded, with a copy of each staff members' certificate held on the OSHC Service's premises
- when a child diagnosed with diabetes is enrolled, all staff attend regular professional training on the management of diabetes and, where appropriate, emergency management of diabetes
- If required, at least one staff member who has completed accredited training in emergency diabetes first aid is present in the Service at all times whenever a child /child with diabetes are in attendance at the Service ( not mandated but regarded as best practice).
- there is multiple staff members who are appropriately trained to perform finger-prick blood glucose or urinalysis monitoring and is aware of the action to be taken if these are abnormal whenever the children attends the service.
- consideration is given as to how and where insulin is stored and the safety of sharps disposal
- the family supplies all necessary glucose monitoring and management equipment, and any prescribed medications prior to the child's enrolment
- the Risk Minimisation 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 are aware of the location of the diabetic Medical Management Plan, required insulin/food as well as the Risk Minimisation and Emergency Action Plan
- all staff, including casual and relief staff, are aware of children diagnosed with diabetes attending the OSHC Service, their individual symptoms of low blood sugar levels, and the location of their Medical Management Plans and Risk Minimisation and Communication Plans.
- individual child's Medical Management and Emergency Action Plan will be displayed in key locations throughout the Service
- a staff member accompanying children outside the OSHC Service to attend excursions or any other event carries the appropriate monitoring equipment, any prescribed medication, a copy of the diabetes Medical Management Plan and Emergency Action Plan for children diagnosed with diabetes
- the programs delivered at the OSHC Service are inclusive of children diagnosed with diabetes and that children with diabetes can participate in 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 Medical Management Plan
- updated information, resources and support is regularly given to families for managing childhood diabetes
- meals, snacks and drinks that are appropriate for the child and are in accordance with the child's diabetes Medical Management plan are available at the Service at all times
- eating times are flexible and children are provided with enough time to eat
- Diabetes Australia are contacted for further information to assist educators to gain and maintain a comprehensive understanding about managing and treating diabetes
- applications for additional funding opportunities are made if required to support the child and educators.

#### EDUCATORS WILL:

- Read and comply with this Diabetes Management Policy and the Dealing with Medical Conditions and Medication Administration Policy.
- Know which children are diagnosed with diabetes, and the location of their monitoring equipment, Diabetes Management plan, risk management plan 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 as per their communication Plan.
- 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 Action 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.
- Ensure 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.
- ensure appropriate supplies of insulin administration equipment, carbohydrate and hypo food are taken on excursions, including back-up supplies in the event of delays
- maintain a record of the expiry date of the prescribed medication relating to the medical condition to ensure it is replaced prior to expiry
- ensure the location is known of glucose foods or sweetened drinks to treat hypoglycaemia (low blood glucose), e.g. glucose tablets, glucose jellybeans, 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 an authorised nominee and/or emergency contact person in case of an emergency.
- A Medical Management Plan and Emergency Action Plan following enrolment and prior to the child starting at the Service is completed by their child's diabetes team (paediatrician or endocrinologist, general practitioner and diabetes educator). The Plan 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
- The appropriate monitoring equipment needed according to the Diabetes Management Plan – Blood glucose meter with test strips, insulin pump consumables and hypo treatment foods / drinks.
- An adequate supply of emergency insulin/medication for the child at all times according to the Medical Management Plan.
- Information regarding their child's medical condition and provide answers to questions as required and pertaining to the medical condition and management of their 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 that may impact on the management of their diabetes.

## 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 carbohydrate or other correct food.
- A meal or snack has been delayed or missed.
- Unaccustomed or unplanned physical exercise or
- The young person has been more stressed or excited than usual.

### IN THE EVENT THAT A CHILD SUFFERS FROM A DIABETIC EMERGENCY THE SERVICE & STAFF WILL:

- Provide adult supervision at all times
- Follow the child's diabetic Emergency Action Plan
- If the child does not respond to steps within the diabetic Action Plan, immediately dial 000 for an ambulance
- Continue first aid measures and follow instructions provided by emergency services
- Contact the parent/guardian when practicable
- Contact the emergency contact if the parents or guardian can't be contacted when practicable
- Notify the regulatory authority within 24 hours

## SIGNS AND SYMPTOMS

### HYPOGLYCAEMIA (HYPO):

**If a child is wearing a CGM device, it will sound an alert when they are below their target range. Symptoms can vary between each young person.**

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 (HYPER):

If caused by high blood sugar, the child may:

- Feel excessively thirsty
- Have a frequent need to urinate
- Feeling tired or lethargic
- Be irritable
- Complain of blurred vision
- Lack of concentration
- Have hot dry skin, a rapid pulse, drowsiness
- Have the smell of acetone (like nail polish remover) on the breath

Become Unconsciousness

**If a child suffers from a diabetic emergency the Service and staff will:**

- Always provide adult supervision
- Follow the child's diabetic medical management /action plan
- If the child does not respond to steps within the diabetic medical management/action plan, immediately dial 000 for an ambulance
- Continue first aid measures and follow instructions provided by emergency services
- Contact the parent/guardian when practicable
- Contact the emergency contact if the parents or guardian can't be contacted when practicable
- Notify the regulatory authority within 24 hours

### REPORTING PROCEDURES

Any incident involving serious illness of a child which requires urgent medical attention or hospitalisation is regarded as a serious incident. The following is required:

- staff members involved in the situation are to complete an *Incident, Injury, Trauma and Illness Record* which will be countersigned by the Nominated Supervisor of the Service at the time of the incident



- ensure the parent or guardian signs the *Incident, Injury, Trauma and Illness Record*
- if necessary, a copy of the completed form will be sent to the insurance company
- a copy of the *Incident, Injury, Trauma and Illness Record* will be placed in the child's file
- the Nominated Supervisor will inform the Service management about the incident
- the Nominated Supervisor or the Approved Provider will inform Regulatory Authority of the incident within 24 hours as per regulations
- staff will be debriefed after each incident and the child's individual medical management plan and risk minimisation plan evaluated, including a discussion of the effectiveness of the procedure used

## CONSIDERATIONS

### NATIONAL QUALITY STANDARDS (NQS)

| Quality Area 2: Children's Health & 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 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   | 12        | Meaning of a serious incident                                   |
| Reg   | 86        | Notification to parents of incident, injury, trauma and illness |
| Reg   | 87        | Incident, Injury, Trauma and illness record                     |
| Reg   | 89        | First aid kits  |
| Reg   | 90        | Medical Conditions Policy                                       |
| Reg   | 90(1)(iv) | Medical Conditions Communication Plan                           |
| Reg   | 91        | Medical Conditions policy to be provided to parents.            |

|            |            |  |
|------------|------------|--|
| <b>Reg</b> | <b>92</b>  | Medication Record  |
| <b>Reg</b> | <b>93</b>  | Administration of Medication   |
| <b>Reg</b> | <b>94</b>  | Exception to authorisation requirement - Anaphylaxis or Asthma Emergency |
| <b>Reg</b> | <b>95</b>  | Procedure for administration of medication                               |
| <b>Reg</b> | <b>96</b>  | Self - Administration of medication                                      |
| <b>Reg</b> | <b>136</b> | 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<br><a href="http://main.diabetes.org/dorg/PDFs/Advocacy/Discrimination/ps-care-of-young-children-with-diabetes-in-child-care-setting.pdf">http://main.diabetes.org/dorg/PDFs/Advocacy/Discrimination/ps-care-of-young-children-with-diabetes-in-child-care-setting.pdf</a> |
| As 1 Diabetes - <a href="http://as1diabetes.com.au/">http://as1diabetes.com.au/</a>  |
| Staying Healthy in Child Care. 5th Edition   |
| Diabetes NSW & ACT: <a href="https://diabetesnsw.com.au/">https://diabetesnsw.com.au/</a>  |
| Diabetes Australia <a href="https://www.diabetesaustralia.com.au/contact-us">https://www.diabetesaustralia.com.au/contact-us</a>   |
| Juvenile Diabetes Research Foundation: <a href="http://www.jdrf.org.au">www.jdrf.org.au</a>  |
| National Diabetes Services Scheme- An Australian Government Initiative<br><a href="https://www.ndss.com.au/living-with-diabetes/about-you/young-people/living-with-diabetes/school/">https://www.ndss.com.au/living-with-diabetes/about-you/young-people/living-with-diabetes/school/</a>  |
| Education and Care Services National Law Act 2010. (Amended 2018).   |
| <a href="#">Education and Care Services National Regulations</a> . (2011).   |

## SERVICE POLICIES/ DOCUMENTATION

| <b>Policies</b>                      | <b>Documents</b>             |
|--------------------------------------|------------------------------|
| Administration of First Aid          | Client Handbook              |
| Incident, illness, accident & Trauma | Staff Handbook               |
| Medical Conditions                   | Administration of medication |
| Supervision                          | Enrolment                    |
| Privacy and confidentiality          |                              |