

## DIABETES POLICY

### AIM

*To ensure that plans are in place to effectively manage diabetes and parents, staff and medical professionals know their responsibilities when children are diagnosed with diabetes.*

### IMPLEMENTATION

#### Leadership will:

- Ensure policy is based on current best practice and is reviewed regularly.
- Conduct an audit every three to six months (overseen by the Director/Assistant Director) to check medication for each child is labeled and in date and medication authority is current.
- Ensure the support plans are filled in by a medical practitioner before commencement to guide educators and time with the family for discussion.
- Liaise with DECD/hospital/Royal District Nurse Service to support care plan and injections.
- Ensure staff undergo first aid training and attend meetings to familiarise themselves with the child's signs/symptoms before the child starts care.
- Store all insulin in the Director's office in a locked cupboard.

#### Families will:

- Ensure all paperwork including medication authority, diabetes care plan and first aid plan are filled out by a medical professional.
- Label all medication (e.g. insulin) and prescribed foods for the child as per Dealing with Medical Conditions policy before being given to staff.

#### Team Leaders will:

- Ensure all medication is named, labeled and stored with child's diabetes care plan and medication authority. Staff must know which medication and snacks belong to which child and ensure medication is stored correctly. The diabetes medical pack including medication must be stored together in a locked cupboard in the Director's office with a photo of the child identifying who the pack belongs to.
- Attend meetings and information sessions before the child commences care to support educators understanding around diabetes and their care plan.

#### Staff will:

- Provide snacks and meals at the times listed on the care plan and monitor food intake.
- Provide access to additional snacks when vigorous physical activity has been undertaken.
- Provide unrestricted access to drinking water.
- Ensure the toilet is accessible at all times.
- Plan with families to accommodate changes in routine (i.e. excursions.)
- Provide emergency treatment, supervision and support in the event of an excessively high or low blood glucose level
- Support, encourage and provide privacy for the child when monitoring blood glucose levels and when a registered nurse or parent is injecting insulin.

#### EVALUATION:

This will be seen to be effective when:

- Staff are aware of how to treat children with diabetes.
- Families are aware of their responsibilities.
- There is an effective system for storing and accessing medication.

#### National Quality Standards:

Element 2.1.2. Effective illness and injury management and hygiene practices are promoted and implemented.

**Implemented:** January 2011 (Health Management)

**Reviewed:** March 2018      **Next Review:** March 2019

**Source:** [www.diabetessa.com.au](http://www.diabetessa.com.au)