

Read and implement this guideline alongside the *Medical Conditions Procedure, Administration of Medication Procedure, Safe Management of Bodily Spills User Guide, and Disposal of Used Syringes User Guide.*

Understanding diabetes

- Diabetes is caused by a disorder of the pancreas.
- In the digestive process, the body breaks foods down into sugars which are absorbed into the bloodstream.
- In a healthy person, the pancreas then produces insulin to convert this sugar into energy. When a person has diabetes, insulin production and function are impaired. Sugar builds up in the blood and the cells do not get the energy they require.

Definitions

- **Type 1 diabetes** - A chronic auto-immune condition in which the pancreas produces little or no insulin. Most often occurs in children and young adults.
- **Type 2 diabetes** – A progressive condition in which the body becomes resistant to the normal effects of insulin and / or gradually loses the capacity to produce enough insulin in the pancreas. Most likely occurs in middle aged and older adult.
- **Hypoglycaemic** - Low blood sugar (blood glucose levels below target). Symptoms include pale, hungry, sweating, weak, confused, aggressive.
- **Hyperglycaemic** - High blood sugar (blood glucose levels above target). Symptoms include thirsty, need to urinate, hot dry skin, smell of acetone on breath.

Managing diabetes

- The aim of diabetes treatment is to get the blood glucose levels as close to the normal range as often as possible.
- Type 1 Diabetics must have insulin injections daily as well as leading a healthy lifestyle.
- Type 2 Diabetics must maintain healthy eating and regular physical activity. Sometimes they may also require tablets and / or insulin.
- People with diabetes must regularly test their blood glucose levels via a blood glucose meter done through a finger prick test.

Parent / guardian responsibilities

- Ensure the following items are included in their child's medical management plan:
 - Blood glucose monitoring, including the frequency and circumstances for testing.
 - Insulin administration (if necessary), including dose / injection times prescribed for specific blood glucose values.
 - Storage requirements of insulin / medication.
 - Meals and snacks, including type, amounts and timing.
 - Symptoms and treatment for low and high blood glucose levels, including the administration of glucagon if required.
 - Testing ketones and appropriate actions to take for abnormal ketone levels.
- If required, supply a logbook to document test results.

- Provide child's food requirements daily in sealed and well labelled containers
- Provide information to educators about child's meal / snack schedule, including instructions for birthdays and other celebrations.

Educator responsibilities

- Centre Director must ensure at least one trained (teacher / educator) volunteer is rostered whenever a child with Diabetes is in attendance.
- Centre Director / educators must implement all *Medical Condition and Administration of Medication Procedural* responsibilities and tasks.
- If required, document blood glucose values via log book and share with parents / guardians daily.
- If applicable, purchase and maintain an adequate supply of yellow sharps containers.
- A child with diabetes may need:
 - Medical treatment (including administration of insulin).
 - Supervision and support in the event of a low blood glucose level.
 - To eat food on time and at additional times if involved in vigorous physical activity for more than 30 minutes.
 - Access to ample drinking water.
 - Additional supervision if unwell.
 - Support and encouragement when monitoring blood glucose levels and injecting insulin.
- When undertaking blood glucose testing:
 - Wash hands before and after testing.
 - Use disposable gloves.
 - Dispose of sharps and other infectious waste appropriately.
 - Clean and disinfect contaminated items.
- Store medication as per instructions, including:
 - Store below 30° away from direct sunlight and heat.
 - Do not allow to freeze if stored in a refrigerator.
 - Store in a location that is easily accessible in case of emergency, but inaccessible to children (e.g. unlocked and clearly signed medical cabinet)

First aid for a diabetic emergency

- In the event of a diabetic emergency, follow medical management plan and call triple 000.

**** **Important** ****

A child with diagnosed Diabetes cannot commence enrolment until:

- Centre has a current medical management plan that has been prepared and authorised (date and signed) by a doctor.
- A risk minimisation plan has been developed, documented. *Risk Minimisation Plan Template – Diabetes* is available in the policy library
- A communication plan has been implemented and documented to ensure all staff are aware of child's medical condition, risk minimisation plan and health needs.