

### Introduction

This quick reference guide must be read and followed in conjunction with *Procedure Medical conditions*, *Procedure Administration of medication*, *User Guide Safe management of bodily spills*, and *User Guide Disposal of used syringes*.

### Definitions and acronyms

<b>Type 1 diabetes</b>	A chronic auto-immune condition in which the pancreas produces little or no insulin. Most often occurs in children and young adults.
<b>Type 2 diabetes</b>	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.
<b>Hypoglycaemic</b>	Low blood sugar - blood glucose levels below target. Symptoms include: pale, hungry, sweating, weak, confused, aggressive.
<b>Hyperglycaemic</b>	High blood sugar - blood glucose levels above target. Symptoms include: thirsty, need to urinate, hot dry skin, smell of acetone on breath.
<b>BGL</b>	Blood Glucose Level

### Background

#### 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 don't get the energy they require.

#### 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.

### Responsibilities

#### Parent / guardian

- Understand they have primary responsibility for their child's health needs. This includes costs associated with their child's health needs whilst attending the service and if applicable, the cost of visiting health professionals.
- Ensure the following items are included in the 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 for educators 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.

#### Educators

- If required, document blood glucose values via log book and share this information with parents / guardians daily.
- If applicable, purchase and maintain an adequate supply of yellow sharps containers.
- A child with diabetes will need all or some of the following:
  - Medical treatment (including administration of insulin).
  - Supervision and support in the event of a low blood glucose level.
  - To eat meals and snacks on time and at additional times if involved in vigorous physical activity for more than 30 minutes.
  - Access to drinking water.
  - Additional supervision if unwell.
  - Support and encouragement (talking to child) when monitoring blood glucose levels and injecting insulin.
- When undertaking blood glucose testing, educators will:
  - Wash hands before and after testing.
  - Use disposable gloves.
  - Dispose of sharps and other infectious waste appropriately.
  - Clean and disinfect contaminated items appropriately.
- Store medication as per instructions, including:
  - Store below 30° away from direct sunlight and heat sources.
  - 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 the child's medical management plan and call triple 000. If unhappy with or unsure of the direction provided by the triple 0 operator, ask to speak to a Clinical Dispatch Supervisor to obtain medical advice

#### Resources and links

- **Diabetes Queensland**  
If calling within Queensland call the Infoline: 1300 136 588  
Email: [info@diabetesqld.org.au](mailto:info@diabetesqld.org.au)  
Website: [www.diabetesqld.org.au](http://www.diabetesqld.org.au)
- **Diabetes Kids and Teens** - A branch of Diabetes Australia NSW  
[www.diabeteskidsandteens.com.au](http://www.diabeteskidsandteens.com.au)
- **Diabetes Australia**  
<http://www.diabetesaustralia.com.au/en/Resources/Students--Teachers/>
- **National Diabetes Services Scheme (NDSS)**  
<https://www.ndss.com.au/publications-resources>
- **Mastering Diabetes in preschools and schools**  
<https://static.diabetesaustralia.com.au/s/fileassets/diabetes-australia/f3133e0a-eb9a-45bf-900f-d98710a9ce0a.pdf>