

Quick Reference Guide SO:01.09.03 Diabetes



Policy – Workplace Health and Safety

Area – Operations

Document Control

Responsible Officer: General Manager Children’s Services	Quick Reference Guide Number: SO:01.09.03
Contact Officer: Children’s Services Manager	Policy Area: Service Operations
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Scope

This quick reference guide when read with the procedure provides a framework to guide all actions for the C&K Board, C&K staff, C&K Central, C&K branch services, C&K affiliate services, children, parents, volunteers, contractors and visitors.

This quick reference guide excludes associate members.

Introduction

This quick reference guide must be read and followed in conjunction with *SO: 03.09 Procedure Medical conditions*, *SO: 01.08 Procedure Administration of medication*, *SO: 01.04 Procedure Safe dealing with spills* and *SO.01.27.02 Quick Reference Guide Disposal of used syringes*.

Procedure

1.0 Background

1.1 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. In diabetes, insulin production and function are impaired; sugar builds up in the blood and the cells don’t get the energy they require.
- There are two types of diabetes – type 1 and type 2.

Type 1 diabetes

In type 1 diabetes, the pancreas cannot produce enough insulin because the cells that actually make the insulin have been destroyed by the body’s own immune system. This insulin must be replaced. Therefore people with type 1 diabetes must have insulin every day to live.

Type 2 diabetes

Type 2 diabetes is strongly associated with high blood pressure and abnormal fats. People with type 2 diabetes are usually insulin resistant. This means that their pancreas is making insulin but the insulin is not working as well as it should so it must make more. Eventually it cannot make enough to keep the glucose balance right.

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1.2 Symptoms

Low blood sugar (hypoglycaemic)	High blood sugar (hyperglycaemic)
<ul style="list-style-type: none">• Pale• Hungry• Sweating• Weak• Confused• Aggressive	<ul style="list-style-type: none">• Thirsty• Need to urinate• Hot dry skin• Smell of acetone on breath

1.3 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.

1.4 Testing blood glucose levels

- People with diabetes must regularly test their blood glucose levels to determine if they are too high (hyperglycaemia) or too low (hypoglycaemia).
- The testing is done through a finger prick test by using a blood glucose meter. Results determine whether adjustments need to be made to levels of insulin or food intake.
- Educators must, when undertaking blood glucose testing, use standard hygiene precautions including:
 - Hand washing before and after testing.
 - Using disposable gloves.
 - Disposing of sharps and other infectious waste appropriately.
 - Cleaning and disinfecting contaminated items appropriately.
- For further information, please refer to *SO: 01.02.03 Quick reference Guide Safe management of bodily spills* and *SO.01.27.02 Quick Reference Guide Disposal of used syringes*.

1.5 Storage of insulin

- Store as per medication instructions.
- Stored 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. locked first aid cabinet).

2.0 Responsibilities of parents / guardians

- Follow the responsibilities detailed in *SO: 01.09 Procedure Medical conditions* and *SO: 01.08 Procedure Administration of medication*.
- In addition to the items detailed in *SO: 01.09 Procedure Medical conditions*, the following items must be included in the medical management plan:
 - Blood glucose monitoring, including the frequency and circumstances for testing.

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- 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 of hypoglycaemia (low blood glucose), including the administration of glucagon if required.
- Symptoms and treatment of hyperglycaemia (high blood glucose).
- 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.

3.0 Responsibilities of educators / service

- Follow the responsibilities detailed in *SO: 03.09 Procedure Medical conditions* and *SO: 01.08 Procedure Administration of medication*.
- Display [diabetic emergency first aid information](#).
- When completing the *SO: 03.01. F1 Form Education Support Plan* the following information must be detailed if required:
 - Who will be responsible for carrying out the blood glucose monitoring and / or ketone testing?
 - Who will be responsible for administering insulin?
- 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.
- Allocate at least two (2) educators to provide primary care and management. In the case of FDC and IHC services, a member of the coordination unit must be allocated as a secondary person.
- The Director / certified supervisor will ensure educators complete required training to appropriately support and care for the child. Educators must be effectively trained and show competency in performing responsibilities as per medical management plan and *SO: 03.01. F1 Form Education Support Plan*. A child's enrolment may be delayed if educators are required to complete specialised training.
- Director / certified supervisor to facilitate management scenario training with educators. Prior to the exercise discuss the following questions with educators:
 - Where will the child's medications be stored?
 - Who will administer the medication?
 - Who will manage the testing and administration of insulin?
 - Where will the child's equipment and supplies be stored?
 - Who will administer the insulin?
 - Who will call emergency contacts if concerns arise?
 - Who will ensure follow-up / incident management requirements are met?
- If required, follow *Procedure SO:01.40 Medical emergency*.

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- When appropriate staff to seek counselling support after a medical emergency. Refer staff to the [Employee Assistance Program](#) (EAP) as required and implement the [Post Serious/Traumatic Incident management Strategies](#) as appropriate.
- A child with diabetes will need all or some of the following:
 - Emergency 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.

4.0 First aid for diabetic emergencies

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.

5.0 Resources and links

- **Diabetes Queensland**
If calling within Queensland call the Infoline: 1300 136 588
Email: info@diabetesqld.org.au
Website: www.diabetesqld.org.au
- **Diabetes Kids and Teens** - A branch of Diabetes Australia NSW
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>

Links to associated documents

SO:01.08	<i>Procedure - Administration of medication</i>
SO: 03.09	<i>Procedure - Medical conditions</i>
SO:03.01. F1	<i>Education Support Plan</i>
SO: 01.02.03	<i>Quick Reference Guide- Safe management of bodily spills</i>
SO.01.27.02	<i>Quick Reference Guide - Disposal of used syringes</i>

Revision Record

Version	Approval Date	Authorised by	Effective Date	Review cycle	Next review date
1.0	20 Nov 2015	Kathryn Woods	25 Nov 2015	2 years	November 2017
2.0	3 January 2017	Kathryn Woods	28 March 2017	2 years	March 2019