

	<h2 style="text-align: center;">Diabetes Policy</h2>
Version No.	Version 3.0 November 2021 (approved)
Authorisation	General Manager Community Services
Expiry Date	Policy to be reviewed by 1 December 2024
Responsible Officer	Manager Families and Children Services
Policy Owner	Early Childhood Coordinator

1. Purpose

Melton City Council is committed to ensuring that enrolled children with Type 1 Diabetes and their families are supported, while children are being educated and cared for by the service. The *Diabetes Policy* should be read in conjunction with the *Dealing with Medical Conditions Policy*.

1.1. This policy has been adapted from *PolicyWorks Manual - National Quality Framework* released by the Early Learning Association Australia.

2. Scope

This policy applies to services responsible for the direct education and care of children and applies to the Approved Provider, Nominated Supervisor, Person in day to day charge / Responsible Person's, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Melton City Council.

3. Background

Services that are subject to the National Quality Framework (NQF) must have a policy for managing medical conditions in accordance with the *Education and Care Services National Law Act 2010* and the *Education and Care Services National Regulations 2011* (National Regulations).

This policy must define practices in relation to:

- the management of medical conditions
- procedures requiring parents/guardians to provide a medical management plan if an enrolled child has a relevant medical condition (including Diabetes)
- development of a Risk Minimisation Plan in consultation with a child's parents/guardians and staff/educators
- development of a Communication Plan for staff/educators and parents/guardians.

Staff/educators and volunteers must be informed about the practices to be followed in the management of specific medical conditions at the service. Parents/guardians of an enrolled child with a specific health care need, allergy or other relevant medical condition must have access to the *Dealing with Medical Conditions Policy* (in addition to any other relevant service policies).

Services must ensure that each child with Diabetes has a current Diabetes management plan prepared specifically for that child by their Diabetes medical specialist team, prior to commencing care, and must implement strategies to assist children with Type 1 Diabetes. A child's Diabetes management plan provides staff/educators with all required information about that child's Diabetes care needs.

The following lists key points to assist service staff/educators to support children with Type 1 Diabetes:

- Follow this policy, the service's *Dealing with Medical Conditions Policy* and procedures for medical emergencies involving children with Type 1 Diabetes.
- Parents/guardians should notify the service immediately about any changes to the child's individual Diabetes management plan.
- The child's Diabetes medical specialist team may include an endocrinologist, Diabetes nurse educator and other allied health professionals. This team will provide parents/guardians with a Diabetes management plan to supply to the service.

Further information can be found at Diabetes Australia Vic (see *Sources*).

Most children with Type 1 Diabetes can enjoy and participate in service programs and activities to their full potential and are likely to require additional support from staff/educators to manage their Diabetes. While attendance at the service should not be an issue for children with Type 1 Diabetes, they may require time away to attend medical appointments.

4. Definitions

The terms defined in this section relate specifically to this policy and related procedures. For commonly used terms e.g. Approved Provider, Regulatory Authority etc. refer to the *Glossary of Terms*.

Word/Term	Definition
Communication Plan	A plan that forms part of the policy outlining how the service will communicate with parents/guardians and staff/educators in relation to the policy. The Communication Plan also describes how parents/guardians and staff/educators will be informed about Risk Minimisation Plans and emergency procedures to be followed when a child diagnosed with Diabetes is enrolled at a service.
Insulin	Medication prescribed and administered by injection or continuously by a pump device to lower the Blood Glucose level. In the body, Insulin allows glucose from food (carbohydrates) to be used as energy and is essential for life.
Insulin Pump	A small, computerised device to deliver Insulin constantly, connected to an individual via an infusion line inserted under the skin.
Risk Minimisation Plan	A service-specific plan that details each child's Medical Condition, identifies the risks of the Medical Condition and practical strategies to minimise those risks. The plan should include who is responsible for implementing the strategies. The Risk Minimisation Plan should be developed by families of children with specific Medical Conditions that require Medical Management Plans, in consultation with staff/educator at the service upon enrolment or diagnosis of the condition.
Type 1 Diabetes	An autoimmune condition that occurs when the immune system damages the Insulin producing cells in the pancreas. Type 1 Diabetes 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.

5. Policy

5.1. Melton City Council believes in ensuring the safety and wellbeing of children who are diagnosed with Diabetes, and is committed to:

- providing a safe and healthy environment in which children can participate fully in all aspects of the program

- actively involving the parents/guardians of each child diagnosed with Diabetes in assessing risks, and developing risk minimisation and risk management strategies for their child
- ensuring that all staff/educators and other adults at the service have adequate knowledge of Diabetes and procedures to be followed in the event of a Diabetes-related emergency
- facilitating communication to ensure the safety and wellbeing of children diagnosed with Diabetes.

6. Responsibility/Accountability

6.1. The Approved Provider, according to Regulations is responsible for the implementation of this policy. This will be achieved through the Leadership Group and their service staff:

- a *Diabetes Policy* is developed and implemented at the service
- Nominated Supervisor, Person in day to day charge / Responsible Person's educators, staff, students and volunteers at the service are provided with access to the *Diabetes Policy* and the *Dealing with Medical Conditions Policy*
- programs delivered at the service are inclusive of children diagnosed with Diabetes (refer to *Inclusion and Equity Policy*), and that children with Diabetes can participate in all activities safely and to their full potential
- parents/guardians of an enrolled child who is diagnosed with Diabetes are provided with access to the *Diabetes Policy* (including procedures) and the *Dealing with Medical Conditions Policy* (National Regulations 91)
- Nominated Supervisor, Person in day to day charge / Responsible Person's staff/educators and volunteers at the service are aware of the strategies to be implemented for the management of Diabetes at the service
- each enrolled child who is diagnosed with Diabetes has a current Diabetes management plan prepared specifically for that child by their Diabetes medical practitioner, at or prior to enrolment
- Nominated Supervisor, Person in day to day charge / Responsible Person's, , educators, staff, students, volunteers and others at the service follow the child's Diabetes management plan in the event of an incident at the service relating to their Diabetes
- a Risk Minimisation Plan is developed for each enrolled child diagnosed with Diabetes in consultation with the child's parents/guardians and staff/educators, in accordance with National Regulations 90.
- a Communication Plan is developed for staff/educators and parents/guardians in accordance with National Regulations 90 and encouraging ongoing communication between parents/guardians and staff/educators regarding the management of the child's medical condition
- 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.

6.2. The Nominated Supervisor, Person in day to day charge / Responsible Person's is responsible for:

- ensuring that the *Diabetes Policy* is implemented at the service
- compiling a list of children with Diabetes and placing it in a secure but readily accessible location known to all staff/educators. This should include the Diabetes management plan for each child
- following the strategies developed for the management of Diabetes at the service

- ensuring that all staff/educators, including casual and relief staff, are aware of children diagnosed with Diabetes, symptoms of low blood sugar levels, and the location of medication and Diabetes management plans
- following the child's Diabetes management plan in the event of an incident at the service relating to their Diabetes
- following the Risk Minimisation Plan for each enrolled child diagnosed with Diabetes
- following the Communication Plan for each enrolled child diagnosed with Diabetes
- ensuring that programmed activities and experiences take into consideration the individual needs of all children, including children diagnosed with Diabetes
- communicating with parents/guardians regarding the management of their child's Diabetes
- ensuring 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.

6.3. All staff/educators are responsible for:

- reading and complying with this *Diabetes Policy* and the *Dealing with Medical Conditions Policy*
- following the strategies developed for the management of Diabetes at the service
- following the Risk Minimisation Plan for each enrolled child diagnosed with Diabetes
- following the Communication Plan for each enrolled child diagnosed with Diabetes
- knowing which children are diagnosed with Diabetes, and the location of their medication and Diabetes management plans
- following the child's Diabetes management plan in the event of an incident at the service relating to their Diabetes
- communicating with parents/guardians regarding the management of their child's medical condition
- ensuring 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.

6.4. Parents/guardians are responsible for:

- reading and complying with the *Diabetes Policy*, Diabetes management strategies and the *Dealing with Medical Conditions Policy*
- parents/guardians of children diagnosed with Type 1 Diabetes are responsible for:
 - providing the service with a current Diabetes management plan prepared specifically for their child by their Diabetes medical specialist team prior to child commencing care
 - working with the Nominated Supervisor, Person in day to day charge / Responsible Person's, or other relevant staff/educators to develop a Risk Minimisation Plan for their child
 - working with the Nominated Supervisor, Person in day to day charge / Responsible Person's or other relevant staff/educators to develop a Communication Plan
 - ensuring that they provide the service with any equipment, medication or treatment, as specified in the child's individual Diabetes management plan prior to the commencement of care

- 6.5. Volunteers and students, while at the service, are responsible for following this policy and its procedures.

7. References, Sources, Links to Legislation and Other Documents

- 7.1. Please refer to Reference and Sources page located on the Melton City Council Website

<http://www.melton.vic.gov.au/Services/People/Children/Childrens-Services-policies-and-procedures/Sources-and-References>

- 7.2. Related service policies:

- *Administration of First Aid Policy*
- *Administration of Medication Policy*
- *MCC Child Safe Policy, Procedure and Code of Conduct*
- *Dealing with Medical Conditions Policy*
- *Enrolment and Orientation Policy*
- *Excursions and Service Events Policy*
- *Food Safety Policy*
- *Hygiene Policy*
- *Incident, Injury, Trauma and Illness Policy*
- *Inclusion and Equity Policy*
- *Nutrition and Active Play Policy*
- *Occupational Health and Safety Policy*
- *Privacy and Confidentiality Policy*
- *Supervision of Children Policy.*