



PENNANT HILLS WAR MEMORIAL CHILDREN'S CENTRE

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PENNANT HILLS WAR MEMORIAL CHILDREN'S CENTRE (PHWMCC) MEDICAL CONDITIONS - DIABETES MANAGEMENT POLICY

Introduction

The management of a child's diabetic condition is dependent upon co-ordination between Pennant Hills War Memorial Children's Centre, the child's family and the child's doctor. PHWMCC recognises the need to facilitate effective care and health management of children who have diabetes, and the prevention and management of acute episodes of illness and medical emergencies.

Aim

This Diabetes Management Policy aims to:

- provide the necessary strategies to ensure the health and safety of all children with diabetes enrolled at the service;
- provide a clear set of guidelines and expectations to be followed regarding the management of diabetes;
- provide an environment in which children with diabetes can participate in all activities to the full extent of their capabilities; and
- raise awareness of diabetes management amongst educators and staff of PHWMCC.

Procedure

The Approved Provider will

- ensure that all staff have completed first aid training that has been approved by Australian Children's Education and Care Quality Authority (ACECQA).

The Nominated Supervisor will:

- ensure all enrolment forms contain the question "Has your child been diagnosed with diabetes?"
- identify children with diabetes during the enrolment process and inform staff;
- provide families with a copy of this policy and obtain a Diabetes Action Plan upon enrolment or diagnosis;
- ensure that each Diabetes Action Plan received contains information for the child's diabetic management and outlines what to do in any diabetic emergency the child might face, including:
 - Administration of insulin. If needed – information on how to give insulin to the child, how much insulin to give, and how to store the insulin. Insulin may be delivered as a shot, an insulin pen, or via an insulin pump.
 - Oral medicine – children may be prescribed with oral medicine.
 - Meals and snacks – including permission to eat a snack anytime the child needs it.
 - Blood sugar testing – information on how often and when a child's blood sugar may need to be tested by educators.
 - Symptoms of high or low blood sugar – one child's symptoms may be different from another. The child's action plan should detail the child's symptoms of low or high blood sugar and how to treat it. For high blood sugar, low blood sugar, and / or hypoglycaemia,

educators will follow the child's Diabetes Action Plan.

- ensure families provide PHWMCC with the child's testing kit and hypo pack if required;
- ensure that no child who has been prescribed medication for diabetes is permitted to attend the service without their medication;
- store Diabetes Action Plans in the child's enrolment record, classroom and with the child's medication;
- ensure all staff and volunteers know the child/children who have diabetes, and where their diabetes medication and Diabetes Action Plan is stored;
- formalise and document the internal procedures for emergency Diabetes treatment;
- encourage open communication between families and staff regarding the status and impact of a child's diabetes; and
- promptly communicate any concerns to families should it be considered that a child's diabetes is limiting his/her ability to participate fully in all activities.

Early Childhood Educators and Staff will:

- ensure that they maintain current accreditation in first aid;
- ensure that they are aware of the children in their care with diabetes;
- ensure the Diabetes Action Plan is located in the child's classrooms;
- ensure that all educators, students and volunteers are aware of any children who have diabetes, including which room they are educated and cared for in;
- ensure that all educators know where the child's insulin / snack box will be stored;
- ensure that they are familiar with the symptoms of signs, and symptoms of low blood sugar including the child presenting pale, hungry, sweating, weak, confused and / or aggressive. Signs and symptoms of high blood sugar include thirst, need to urinate, hot dry skin, smell of acetone on breath;
- call an ambulance if they feel emergency treatment is required;
- ensure, in consultation with the family, the health and safety of each child through supervised management of the child's diabetes;
- where necessary, modify activities in accordance with a child's needs and abilities;
- ensure that a child's Diabetes Action Plan is followed at all times;
- promptly communicate, to management or parents / guardians, any concerns should it be considered that a child's diabetes is limiting his / her ability to participate fully in all activities; and
- ensure that children with diabetes are treated the same as all other children.

Families will:

- inform staff, either upon enrolment or on initial diagnosis, that their child has diabetes;
- provide all relevant information regarding their child's diabetes via a written Diabetes Action Plan, which should be provided to PHWMCC on enrolment, and prior to the child attending PHWMCC;
- keep the child's testing kit, hypo pack and medication updated at Preschool as required;
- notify the Nominated Supervisor, in writing, of any changes to the Diabetes Action Plan during the year;
- ensure that they comply with all requirements and procedures in relation to the Medical Conditions Policy and the Administration of Medication Policy; and
- communicate all relevant information and concerns to educators as the need arises; and
- ensure, in consultation with the staff, the health and safety of their child through supervised management of the child's diabetes.

Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the preschool will review this policy every two years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the *Education and Care Services National Regulations*, the service will ensure that families of children at the preschool are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the preschool; a family's ability to utilise the preschool; the fees charged or the ways in which fees are collected.

Definitions

Approved Provider:	Pennant Hills War Memorial Children's Centre Management Committee
Nominated Supervisor:	Director of Pennant Hills War Memorial Children's Centre
Responsible Person:	Educator who is in charge of the day to day running of the preschool in the Nominated Supervisors absence
Early Childhood Educators:	Teachers and Child Care Workers

Related legislation:	Education and Care Services National Law Act 2010: Section 173 Education and Care Services National Regulations 2011: Regulations 90, 91, 96 Health Records Act 2001
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Related Guidelines, Standards, Frameworks:	National Quality Standard, Quality Area 2: Children's Health and Safety- Standard 2.1, 2.2 National Quality Standard, Quality Area 7 Governance and Leadership Standard 7.1, 7.2
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Sources:	Community Early Learning Australia – Dealing with Medical Conditions Sample Policy
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Relevant Documents:	PHWMCC enrolment form Medical Conditions Policy – Asthma Medical Conditions Policy – Anaphylaxis Medical Conditions Policy - Diabetes Administration of Medication Policy Classroom Risk Minimisation Plan
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Policy reviewed:	September 2017
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Next review date:	September 2019
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