



Dealing with Medical Conditions

Diabetes Management

Review Date: 24/10/2025

Introduction

The management of a child's diabetic condition is dependent upon coordination between our preschool, the child's family and the child's doctor. Our service 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.

Goals – What are we going to do?

This Diabetes Management Policy aims to:

- Raise awareness of diabetes management amongst those involved with our preschools;
- Provide the necessary strategies to ensure the health and safety of anyone with diabetes attending our preschools;
- Provide an environment in which anyone with diabetes can participate in all activities to the full extent of their capabilities; and
- Provide a clear set of guidelines and expectations to be followed with regard to the management of diabetes.

Strategies - How will it be done?

The Approved Provider will:

- Expect all educators to complete senior first aid training and fund updates for permanent staff.

The Nominated Supervisor will:

- Provide staff with a copy of this policy and brief them on diabetes procedures upon their appointment;

- Ensure at least one staff member who has completed accredited senior first aid training is on duty whenever children are being cared for or educated;
- Identify children with diabetes during the enrolment process and inform staff;
- Provide families thus identified with a copy of this policy and Diabetes Management Plan upon enrolment or diagnosis; (a *Diabetes Management Plan* template can be downloaded from <https://as1diabetes.com.au/schools/diabetes-schools-action-management-plans/> (see Appendix).
- A Diabetes Management Plan should contain:
 - An action or emergency plan.
 - The student's glucose monitoring requirements (blood glucose and continuous glucose monitoring (CGM)) at school – both routine and additional monitoring. This includes the times and location of routine glucose checking and the level of support, supervision or assistance required.
 - The student's target range for glucose levels.
 - The need for blood ketone checking if the student is unwell or glucose levels are high, and subsequent action if required.
 - The student's insulin administration requirements at school – including time(s) and location of routine insulin administration, their dose determination method, their insulin delivery device and the level of support, supervision or assistance required.
 - The management of physical activity.
 - The contact details of parents/carers and the student's clinical treating team.
 - What to do in the event of a lock-down/evacuation.
- Ensure that each *Diabetes Management Plan* is received for anyone with a diagnosis of diabetes that contain information for the person's *Diabetes Management* and outline what do in relation to any *Diabetic Emergency* the person might face;
- Ensure families provide the service with the child's testing kit and hypo pack if required;
- Store *Diabetes Management Plans* in the child's enrolment record and display with a photo in the staff room with family consent;
- Formalise and document the internal procedures for emergency Diabetes treatment;
- Ensure the child's Diabetes Management Plan is reviewed regularly and there is open communication between families and staff regarding the status and impact of a child's diabetes and to enquire if an updated plan has been developed;

- 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;
- Implement any updates to the child's Diabetes Management Plan promptly, ensuring all staff are updated.

Educators will:

- Ensure that they maintain current accreditation in first aid;
- Ensure that they are aware of anyone at the service with diabetes;
- Ensure that they are familiar with the symptoms of signs and symptoms and the emergency treatment of a low blood glucose level;
- 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 Management 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 equitably with other children.
- Keep thorough record on OWNA of medication administered to 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 the centre at enrolment and prior to attendance or upon diagnosis;
- Keep the child's testing kit and hypo pack updated 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 Medications Record;
- 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.

Adopted by the Management Committee:

Name: Narissa Cuskelly

Approved Provider Representative's Signature:

Date:

REVIEW DATE: 24th October 2025