



Francis Jordan Catholic School

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DIABETES MANAGEMENT PROCEDURES

Background

Diabetes exists when blood glucose builds up to high levels. There are two main types of diabetes:

- **Type 1 diabetes** usually occurs in childhood or early adulthood however it can occur at any age. It is due to a severe deficiency of insulin and is fatal without lifelong insulin injections. Insulin allows a return to good health.
- **Type 2 diabetes** occurs in adults (usually over 40 years) however it is now being seen in adolescents. It may be accelerated by lifestyle factors (obesity, lack of regular exercise, overeating) and is treated by diet, exercise, tablets and occasionally insulin injections.

Purpose

The school has a responsibility to provide:

- A safe environment.
- Adequate supervision.

Additional care must be taken with students who have diabetes. Staff must have sufficient knowledge about diabetes to ensure the safety of those students (especially in regard to hypoglycaemia and safety in sport).

Diabetes Management Plan

A Diabetes Management Plan should be developed with the child's medical practitioner in consultation with the parents/guardians. The Diabetes Management Plan is to be signed by the parents/guardians, medical practitioner and Principal. A copy is to be kept in the classroom, classroom medical file, student's file, support and first aid room.

The Diabetes Management Plan will be reviewed in consultation with the student's parents/guardians and medical practitioner. A new Diabetes Management Plan to be provided:

- Annually or as applicable.
- If the student's condition changes.
- For any changes
- Immediately after a severe emergency situation.

Testing kit and identification

It is the responsibility of parents/guardians to:

- Provide adequate supplies of extra food/drink, 'Hypo' requirements, testing kit and insulin (if required).
- Provide a CGM monitor for reading BGL readings (if required).
- Attach a yellow cross badge to the student's collars and hats (to be supplied by the school at a cost to the parents).
- Provide written permission annually for the school to display the student's Diabetes Management Plan.
- Monitor the expiry date of insulin and any extra food/drink (hypo requirements).

Communication

The Principal will be responsible for the provision of information to all staff, students and parents/guardians about the development of the school's diabetes management strategies.

Volunteers and casual relief staff will be informed on arrival at the school if they are caring for a student with diabetes and their role in responding to the student.

Staff Training

Staff members are required to undertake either level 1 or level 2 training in diabetes management. At least 4 staff members in close contact with the student must complete Level 3 training in diabetes management.

Training will be provided to these staff as soon as practicable after the student enrolls or is diagnosed. Wherever possible, training will take place before the student's first day at school. Where this is not possible, an interim plan will be developed in consultation with the student's parents/guardians.

Emergency Response Plan

An Emergency Response Plan should be devised aligning with the Diabetes Management Plan. This Plan is to be signed by the parent/guardian. A copy is to be kept in the classroom, classroom medical file, duty files, specialist area files, tutor files, student file, support and first aid room. Yellow diabetes alert cards to be kept in all files.

The school's Emergency Response Plan and the student's Diabetes Management Plan will be followed when responding to a diabetes 'hypo' or 'hyper'.

In the event of a diabetes emergency.

1. Stay with student.
2. Follow Diabetes Emergency Response Plan.

3. **ON DUTY** - A 'Yellow Diabetes Alert' card is to be sent to administration with 2 students (years 1 - 6) and 2 staff will bring the hands-free phone to the student.
4. **IN CLASS** – telephone administration or send 'Yellow Diabetes Alert' card and 2 staff will bring the hands-free phone to student.
5. A staff member will take the fast acting carbohydrate to the student (PK,K,PP)
6. Administration and Principal must be advised if an ambulance is called.
7. Staff member to wait at front letterbox for ambulance (PK,K,PP,YR1,YR2).
8. Staff member to wait at entrance to staff carpark (YRs 3,4,5,6).
9. Administration to contact parents.
10. Staff members involved in a severe emergency response are to be offered debrief.
11. Staff and students involved in a severe emergency response are to be offered counselling.

This Emergency Response Plan may need to be individualized according to the student's individual Diabetes Management Plan.

Risk Minimisation

Setting	Considerations
Classroom	<ul style="list-style-type: none"> • A copy of the student's Diabetes Management Plan and Emergency Response Plan to be displayed in the classroom and copy to be placed in the classroom medical file. • A copy of the Emergency Response Plan to be displayed in the classroom and copy to be placed in the classroom medical file. • Casual/relief teachers should be made aware of the student's Diabetes Management Plan and Emergency Response Plan by the partner teacher and relief procedure guidelines. • A diabetes kit containing testing device, extra food/drink, 'Hypo' requirements and CGM monitor (if applicable) to be stored in classroom and carried with student whenever leaving the classroom. • Insulin (if required) to be stored in the classroom storeroom out of the reach of children. • Additional toilet breaks may be required. • If Insulin is given at school the amount is to be recorded.
Canteen	<ul style="list-style-type: none"> • A copy of the student's Emergency Response Plan to be placed in the canteen medical file. • Liaise with parents/guardians about food for the student.
Playground	<ul style="list-style-type: none"> • A copy of the student's Emergency Response Plan to be placed in duty files. • Yellow Diabetes Alert cards to be kept in all duty files. • Staff trained in diabetes management should be available during non-class times (e.g. recess and lunch).
Off-site school settings - excursions	<ul style="list-style-type: none"> • A copy of the student's Diabetes Management Plan and Emergency Response Plan to be taken. • Student's diabetes kit to be taken • Insulin to be taken (if required)

	<ul style="list-style-type: none"> • All staff present need to be trained in diabetes management and at least one staff member trained in Level 3 Diabetes Management. • Off-site Emergency Response Procedures form to be completed and taken. • Mobile phone to be taken. • Parents/guardians may wish to accompany their child on excursions. This should be discussed with parents/guardians as another strategy for supporting the student.
Off-site school settings - camps	<ul style="list-style-type: none"> • A copy of the student's Diabetes Management Plan and Emergency Response Plan to be taken. • Students diabetes kit to be taken. • Insulin to be taken (if required) • All staff present need to be trained in diabetes management and at least one staff member trained in Level 3 Diabetes Management. • A separate Camp Risk Management Plan and Emergency Response Procedures is to be developed prior to camp. • Mobile phone to be taken. • Water sports need very careful planning and supervision as a hypo increases the risk of drowning. • Any sport (e.g. abseiling) in which a 'hypo' may cause risk to either the student or someone called upon to help, should be modified or only considered after careful planning. It should always occur under strict supervision. • Be aware of what local emergency services are in the area and how to access them. • Advise parents/guardians of the distance to emergency services. • Be aware of mobile network availability. • Parents/guardians may wish to accompany their child on camp. This should be discussed with the parents/guardians as another strategy for supporting the student.

Reviewed: 2017

Reviewed: 2019

Reviewed: 2021

Reviewed: 2022

Due for review: 2024