Wycheproof P12 College Diabetes Policy

Help for non-English speakers

If you need help to understand this policy, please contact Wycheproof P12 College. Phone: (03) 54937409 Email: wycheproof.p12@education.vic.gov.au

PURPOSE

To ensure the school community understands the Wycheproof P-12 College approach to supporting students diagnosed with diabetes mellitus (Type 1 and Type 2 Diabetes).

SCOPE

This policy and its implementation applies to all students and staff who have a diagnosis of diabetes.

The main principles are:

- Staff (including relief staff) should know enough about managing diabetes, to ensure the safety of those students with diabetes at school.
- Schools have a legal obligation to make reasonable adjustments for students with diabetes to enable them to participate in their education on the same basis as their peers. Diabetes is considered a disability under the relevant Federal and State anti-discrimination laws.
- Victorian government schools have a responsibility to provide equitable access to education and respond to diverse student needs including health care needs, such as diabetes. Schools have a legal responsibility to provide a safe environment and adequate supervision.

POLICY

All schools are required to ensure that students with type 1 diabetes have:

- a current individual Diabetes Action and Management Plan prepared by the student's medical treatment team (provided by parents or carers). The Diabetes Action and Management Plan does not expire, but is recommended to be reviewed every 12 months
- a Student Health Support Plan (DOCX), developed by the school in consultation with the parents or carers and where appropriate the student's medical treatment team
- a Medication Authority Form (DOC), detailing the medications required during regular school hours, the dose, administration and storage.

Schools have a legal obligation to consult with the student and parent or carers about the needs of the student and what reasonable adjustments must be made.

Staffing

Training needs for school staff will vary according to the individual support needs of the student and responsibilities of the staff. Principals must ensure the following training requirements:

- all staff are aware of what type 1 diabetes is and how to respond safely to an emergency
- responsible staff undertake appropriate training to develop confidence and competence to implement a student's Diabetes Action and Management Plan. See link Training Levels
- training is up-to-date and appropriate in light of any changes to a student's Student Health Support Plan.

Schools must support students with all types of diabetes. considered a disability under the Disability Standards for Education 2005 (Commonwealth) and the Equal Opportunity Act 2010 (Vic)

Hypoglycaemic kits

Contents and protocol:

(http://www.diabetesvic.org.au/guide-to-diabetes/managing-diabetes/hypoglycaemia) :

A hypo kit only needs to contain a few essentials:

- Monitoring equipment (blood glucose meter, glucose strips and finger pricker)
- 2 or 3 quick acting hypo treatments (e.g. 6-7 jellybeans; a can of soft drink)
- Some follow up, longer acting carbohydrates such as a sandwich or a tub of yoghurt
- lunch box sized juice box

Contact the student's next of kin to advise them the student has had a hypoglycaemic event.

Students with diabetes can do everything their peers do but may need:

- Extra diabetes management plans for overnight camps and excursions prepared by the student's treating medical team
- Provision for privacy if testing blood glucose levels and injecting insulin at school, or using an insulin pump.
- Special consideration when participating in sport, excursions, camps and other activities as per www.diabetesvic.org.au
- Permission to eat at additional times, especially before or during sport
- Encouraged not to share food with other students
- Special consideration during exams and tests
- Extra consideration if unwell,
- Quick access to a hypo kit
- Extra toilet privileges.

Implementation

- An individual Diabetes Management and Action Plan is to be updated annually by the student's treating medical team and a copy provided to the school.

- The Diabetes Action and Management Plan will be attached to the student's records and be accessible to all staff who come into contact with the student.

- Younger children, in primary school, may not be capable of managing their diabetes. If they require assistance this will be written on the student's Diabetes Medical Action and Management Plan and selected staff will support the student if medication management is required.

- A student's management kit (or hypo kit) must be kept near the student's classroom or with the student. The student will take the kit on any camp or school excursion. Contents of the kit will be listed on the Diabetes Action and Management Plan and provided by the student's parents/carers.

- Students with diabetes should never be left unattended when feeling unwell. Symptoms of concern include vomiting. Students with diabetes who are unwell and at risk of developing hypoglycaemia, or other medical emergency, need to see a doctor urgently. If parents/carers are not available, staff will phone 000 for an ambulance without delay, inform the operator that there is a diabetes emergency and stay on the telephone for instructions.

- Emergency First Aid should be available at all times for the student's personal safety.

Disposal of sharps and infection control

Care should be taken to place sharps (lancets and syringes) in an appropriate container either provided by the school or by the student with their diabetes equipment.

- Universal infection control procedures must be followed. This includes measures such as hand washing, the student only using their own blood glucose meter, use single use disposable lancets and syringes, and the safe disposal of all medical waste and sharps.

- Any staff member who is delegated to assist the student with their diabetes management will be provided with clear instruction on how to prevent cross infection and contamination and safe use of needles when checking blood glucose levels and administering insulin.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Discussed at staff briefings as required
- Hard copy available from school administration upon request

Parents/Carers will provide an annual update of student medical information at the start of each school year.

It is recommended that all students have ambulance cover. This will be communicated to parents/carers via the College newsletter.

FURTHER INFORMATION AND RESOURCES

The student's Diabetes Educator/Health Professional contact details should be provided on an up-to-date management plan and be available to school staff to contact if information or guidance is needed.

This policy should be read in conjunction with the following Department policies and guidelines:

- First Aid for Students and Staff

- Health Care Needs
- Blood Spills and Open Wounds
- Medication
- Syringe Disposals and Injuries

The following school policies are also relevant to this First Aid Policy:

- Administration of Medication Policy
- Duty of Care Policy
- Health Care Needs Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	12th OCT 2022
Approved by	Principal – 28th August 2026
Next scheduled review date	June 2029

Appendix 1

Hypoglycaemia Protocol

(from https://www.diabetesaustralia.com.au/hypoglycaemia) to be used in conjunction with the student's individual management plan where questions arise.

Treating hypoglycaemia

Check your Blood Glucose Level (BGL). (If you can't check your BGL, treat it as a hypo, just in case.)

If your BGL is below 4 mmol/L:

Step 1:

Have 15 grams of fast-acting carbohydrate such as:

- 6-7 jellybeans OR
- 1/2 can of regular soft drink (not 'diet') OR
- 1/2 glass of fruit juice OR
- 3 teaspoons of sugar or honey OR
- Glucose tablets equivalent to 15 grams carbohydrate.

Step 2:

Wait 15 minutes, re-check blood glucose levels to see if your BGL has risen above 4mmol/L.

- If your BGL has risen above 4mmol/L go to Step 3.
- If your BGL is still below 4mmol/L, repeat Step 1.

Step 3:

Eat a snack or meal with longer acting carbohydrate such as:

- A slice of bread OR
- 1 glass of milk OR
- 1 piece of fruit OR
- 2-3 pieces of dried apricots, figs or other dried fruit OR
- 1 tub of natural low fat yoghurt OR
- Pasta OR
- Rice.

Check BGL after 20 minutes and if the reading is still 4mmol/L and above, the student can resume what they were doing but avoid strenuous exercise

If a person with diabetes is unconscious, drowsy or unable to swallow **THIS IS AN EMERGENCY**.

Do not give them any food or drink by mouth, treat as follows:

1. Place them on their side making sure their airway is clear
2. Give an injection of Glucagon ***if available and you are trained to give it***
3. Phone for an ambulance (dial 000) stating the person is unconscious AND that the person has diabetes
4. Wait with them until the ambulance arrives