




Broadford Secondary College

# DIABETES

## Policy and Procedure

*Broadford Secondary College actively promotes the safety and wellbeing of all students. All staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including Child Safe Standards.*

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Approved By	Tania Pearson
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Responsible for Review	School Nurse
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References	DEECD



### Help for non-English speakers

If you need help to understand the information in this policy please contact the general office on 57841200

### PURPOSE

To ensure that Broadford Secondary College appropriately supports students diagnosed with diabetes.

### OBJECTIVE

To explain to Broadford Secondary College parents/carers, staff and students the processes and procedures in place to support students diagnosed with diabetes.

Upon enrolment or when a health care need is identified, schools in conjunction with parents/carers and the treating medical team are required to develop a clear and tailored health management plan to support the student's individual health care needs.

Schools have a legal obligation to consult with the student and parents/carers about the needs of the student and what reasonable adjustments must be made. Schools should consult initially with parents/carers and on an ongoing basis through regular Student Support Groups.

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

- a current individual Diabetes Management Plan prepared by the student's treating medical team (provided by parents/carers)
- a current Diabetes Action Plan prepared by the student's treating medical team (provided by parents/carers); and
- a Student Health Support Plan, developed by the school in consultation with the parents/carers and where appropriate the student's treating medical team, see: [Health Support Planning Forms](#).

These documents must be completed in line with requirements as listed under Diabetes Management

## SCOPE

This policy applies to:

- all staff, including causal relief staff, contractors and volunteers
- all students who have been diagnosed with diabetes or who may require emergency treatment for diabetes and their parents/carers.

## POLICY

### Diabetes

#### Definitions

**Type 1 Diabetes** is an auto-immune condition which occurs when the immune system damages the insulin producing cells in the pancreas. Insulin is the hormone that controls blood glucose levels (BGLs). This condition is predominantly treated with insulin replacement via multiple injections each day or a continuous infusion via a pump. Without insulin treatment, type 1 diabetes is life threatening.

**Type 2 Diabetes** occurs when either insulin is not working effectively (insulin resistance) or the pancreas does not produce sufficient insulin (or a combination of both). Type 2 diabetes accounts for around 85 per cent of all cases of diabetes, but less than 5% of cases in the school-based population. Type 2 diabetes usually develops in adults over the age of 45 years, but it is increasingly occurring at a younger age. Type 2 diabetes is initially managed with a healthy diet and lifestyle and/or medication that could include tablets and/or insulin.

Note: Type 2 diabetes is usually managed by diet and is not necessarily dependent on insulin injections for treatment. Thus, students with type 2 diabetes do not require an individual Diabetes Management Plan or Student Health Support Plan unless specifically requested by the student's treating medical team.

#### Hypoglycaemia (Hypo) – Low blood glucose

Hypoglycaemia occurs when the blood glucose level drops below a normal level. Hypoglycaemia can be caused by too much insulin; delaying a meal; not enough food; or unplanned or unusual exercise. A 'hypo' can be dangerous if not treated promptly and can potentially cause irrational or confused behaviour, a seizure and possible loss of consciousness. It is important to treat hypos rapidly as students can feel unwell and their judgment and cognitive abilities may be impaired.

#### Hyperglycaemia (Hyper) – High blood glucose

Hyperglycaemia is a condition in which the blood glucose increases above the normal level. Hyperglycaemia can be caused by insufficient insulin; too much food; common illness; and/or stress. This state should be avoided where possible and persistent high levels reported back to parents.

**Responsible staff** voluntarily agree to undertake training and provide treatment and support to students with type 1 diabetes as outlined in the Diabetes Management Plan, Diabetes Action Plan and student Health Support Plan.

#### Diabetes management

If a student diagnosed with diabetes enrolls at Broadford Secondary College:

1. Parents/carers must provide the school with a Diabetes Management Plan / Action Plan. They must be completed and signed by the hospital treating team responsible for the student's diabetes care before being presented to the school by the student's parents/carers  
To ensure all relevant parties have been consulted and are in agreement with the stated plan of care for school the Diabetes Management Plan must be signed by the parent/carer; diabetes educator or doctor (specialist endocrinologist or pediatrician) and the school principal or head teacher.
2. The school must develop a school Health Support Plan in consultation with parents/carers when appropriate for the student and where appropriate the student's treating medical team.

The plan must outline:

- Insulin Administration requirements
  - Blood Glucose Checking details
  - Ketone Checking requirements
  - Hypoglycaemia (HYPO) treatments
  - Physical Activity requirements
  - Eating and drinking
  - Note for excursions, exams and camps
  - Supplies list provided for care at school
3. Parents/carers should also provide a photo of the student to be included as part of the student's Diabetes Management Plan / Action Plan.
  4. Broadford Secondary College will keep all Diabetes Management Plan / Action Plan:
    - General Office
    - Sickbay
    - Staffrooms
    - With school nurse
    - Plans are kept in a number of locations so that they can be accessed quickly
  5. School staff may also work with parents/carers to develop a Student Health Support Plan which will include details on:
    - how the school will provide support for the student
    - identify specific strategies
    - allocate staff to assist the student

Any Student Health Support Plan will be developed in accordance with Broadford Secondary Colleges Healthcare Needs Policy.

If a student diagnosed with diabetes is going to attend a school camp or excursion, Broadford Secondary College parents/carers are required to provide any updated medical information.

6. If a student's diabetes condition or treatment requirements change, parent/carers must notify the school and provide an updated Diabetes Management Plan / Action Plan.
7. School staff will work with parents/carers to review Diabetes Management Plan / Action Plan (and Student Health Support Plans) once a year at the beginning of the school year].

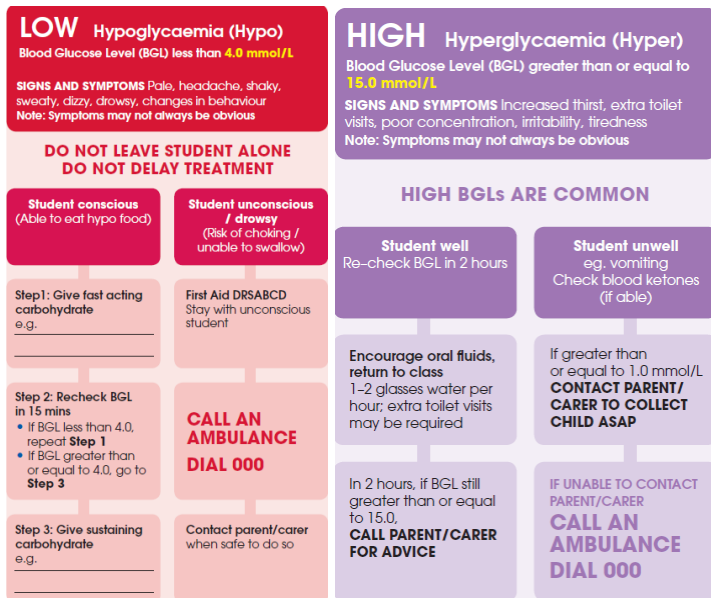
### **Student Diabetes kit**

All students diagnosed with diabetes are required to have a student diabetes kit at school which contains:

- their individual requirements to meet their Diabetes Management Plan / Action Plan
- Students will be required to keep their Diabetes kits with them while at school.

### **Diabetes emergency response plan**

School staff will endeavour to follow the Diabetes Management Plan / Action Plan procedures outlined in the table below. School staff may contact Triple Zero "000" at any time.



Staff will call Triple Zero “000” immediately if:

- the person is unconscious/drowsy
- at risk of choking/ unable to swallow
- vomiting
- emergency management equipment unavailable

### Training for staff

Broadford Secondary College will arrange the following diabetes management training for staff:

Staff	Completed by	Course	Provider	Cost	Updated
<b>Group 1 General Staff</b>	School staff with a direct teaching role with students affected by diabetes or other school staff directed by the principal after conducting a risk assessment.	Diabetes at School e-learning program	Diabetes Victoria	Free to all schools	2 years
<b>Group 2 Specific Staff</b>	Staff with student wellbeing responsibility, (including nurses, PE/sport teachers, first aid and school staff attending camp)	<i>Diabetes Management in School</i>	Diabetes Educator		As required. As per staff change over.

Broadford Secondary College will also conduct an annual briefing for staff on: the procedures outlined in this policy

- the symptoms and treatment of diabetes
- identities of the students diagnosed with diabetes
- the location of:
  - the diabetes Emergency Kits
  - diabetes food or drink which has been provided by parents for student use.

Broadford Secondary College will also provide this policy to casual relief staff and volunteers who will be working with students, and may also provide a briefing if the principal decides it is necessary depending on the nature of the work being performed.

### **Management of confidential medical information**

Confidential medical information provided to Broadford Secondary College to support a student diagnosed with diabetes will be:

- recorded on the student's file
- recorded in the Medical action plan folders
- shared with all relevant staff so that they are able to properly support students and respond appropriately if necessary.

### **COMMUNICATION**

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

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Reminders in our school newsletter
- Hard copy available from school administration upon request

### **FURTHER INFORMATION AND RESOURCES**

- [HTTPS://WWW.DIABETESVIC.ORG.AU/SUPPORT-SERVICES/DIABETES-IN-YOUTH/DIABETES-ACTION-AND-MANAGEMENT-PLANS/](https://www.diabetesvic.org.au/support-services/diabetes-in-youth/diabetes-action-and-management-plans/)
- Health Care Needs Policy.
- Administration of Medication Policy