


Policy

Early Years - Diabetes

Date of Adoption	10 April 2013		
Adoption Method	<input type="checkbox"/> Council	<input type="checkbox"/> CEO	<input checked="" type="checkbox"/> Director Community
Director Signature	Signed by:  <small>A4566C08D5B4450...</small>		Date 29-11-2024
Responsible Officer and Unit	Samantha Waymouth, Coordinator Early Years Services		
Nominated Review Period	<input checked="" type="checkbox"/> Annually	<input type="checkbox"/> Every 4 years	<input type="checkbox"/> Other (<i>please specify</i>)
Last Endorsement Date	October 2020		
Next Endorsement Date	November 2025		

Macedon Ranges Shire Council acknowledges the Dja Dja Wurrung, Taungurung and Wurundjeri Woi Wurrung Peoples as the Traditional Owners and Custodians of this land and waterways. Council recognises their living cultures and ongoing connection to Country and pays respect to their Elders past, present and emerging. Council also acknowledges local Aboriginal and/or Torres Strait Islander residents of Macedon Ranges for their ongoing contribution to the diverse culture of our community.

Contents

Purpose/Objective	3
Scope	3
Background/Reasons for Policy	3
Gender Impact Assessment	3
Definitions	4
References	4
Related Policies	4
Related Legislation	5
Responsibilities	6
Evaluation	10
Attachments	11

Purpose/Objective

To ensure that enrolled children with type 1 diabetes and their families are supported while children are being educated and cared for by Council's Early Years' Services.

This policy should be read in conjunction with the Early Years Policy - Dealing with Medical Conditions.

Scope

This policy applies to the approved provider, nominated supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Council's Early Years Services.

Background/Reasons for Policy

Staff members and volunteers must be informed regarding practices to be followed in the management of specific medical conditions.

- Parents/guardians of an enrolled child with a specific health care need, allergy or other relevant medical condition must be provided with a copy of the Early Years Policy - Managing Medical Conditions.
- Each child with pre-existing Type 1 Diabetes must have a current diabetes action and management plan, prepared specifically for that child by their diabetes medical specialist team (which may include an endocrinologist, diabetes nurse educator and other allied health professionals), at or prior to enrolment, and must implement strategies to assist children with Type 1 Diabetes. A child's diabetes action and management plan provides staff members with all required information regarding that child's diabetes requirements.
- Early Years Educators to follow the Early Years Policy - Managing Medical Conditions, together with this policy and procedures for medical emergencies involving children with Type 1 Diabetes.
- Parents/guardians must notify the service immediately regarding changes to the child's individual diabetes action and management plan.

Gender Impact Assessment

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment was not required in relation to the subject matter of this policy.

Definitions

Term	Definition
Approved qualifications	The National Quality Framework (NQF) sets out the minimum qualification requirements for educators working in children's education and care services. To work in a centre based service with children preschool age and under, educators must hold, or in some circumstances be actively working towards an approved qualification.

References

- > Diabetes at the RCH, Royal Children's Hospital: <https://www.rch.org.au/diabetes/>
- > Diabetes in schools programs, Diabetes Victoria: <https://www.diabetesvic.org.au/support-services/diabetes-in-youth/diabetes-in-schools-programs/>

Related Policies

- > Early Years Policy - Administration of First Aid
- > Early Years Policy - Administration of Medication
- > Early Years Policy - Child Safe Environment and Wellbeing
- > Early Years Policy - Dealing with Medical Conditions
- > Early Years Enrolment and Fee Policy
- > Early Years Policy – Orientation and Settling In
- > Early Years Policy - Excursions and Service Events
- > Early Years Policy - Hygiene
- > Early Years Policy - Incident, Injury, Trauma and Illness

- > Early Years Policy - Inclusion and Equity
- > Early Years Policy - Nutrition, Oral Health and Active Play
- > Early Years Policy - Staffing Requirements
- > Early Years Policy - Supervision of Children
- > Occupational Health and Safety Policy (Council)
- > Privacy Policy (Council)

Related Legislation

- > *Education and Care Services National Law Act 2010: Sections 167, 169, 174*
- > *Education and Care Services National Regulations 2011: Regulations 79, 85, 86, 87, 90, 91, 92, 93, 95, 98, 101, 136, 137*
- > *Health Records Act 2001 (Vic)*
- > *National Quality Standard, Quality Area 2: Children's Health and Safety*
- > *Privacy and Data Protection Act 2014 (Vic)*
- > *Occupational Health and Safety Act 2004 (Vic)*
- > *Privacy Act 1988 (Cth)*
- > *Public Health and Wellbeing Act 2008 (Vic)*
- > *Public Health and Wellbeing Regulations 2009 (Vic).*

Responsibilities

Mandatory – Quality Area 2

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Families	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Ensuring that a Diabetes Policy is developed, implemented and complied (<i>Regulation 90</i>)	R	✓	✓	✓	✓
Ensuring that at least one early childhood teacher/educator with current approved first aid qualifications (refer to Definitions) is in attendance and immediately available at all times that children are being educated and cared for by the service (<i>Regulation 136(1) (a)</i>). This can be the same person who has anaphylaxis management training and emergency asthma management training	R	✓			
Ensuring that the nominated supervisor, early childhood teachers, educators, staff, families, students and volunteers at the service are provided with a copy of the Diabetes Policy, including the section on management strategies (refer to Attachment 1), and the Early Years Policy - Dealing with Medical Conditions (<i>Regulation 91</i>)	R	✓	✓	✓	✓
Ensuring that all staff members and volunteers can identify the	R	✓	✓		✓

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Families	Contractors, volunteers and students
child living with diabetes, the child's medical management plan and the location of the child's medication are developed and implemented (<i>Regulation 90</i>)					
Ensuring that the programs delivered at the service are inclusive of children living with type 1 diabetes (refer to Early Years Policy - Inclusion and Equity), and can participate in all activities safely and to their full potential	R	✓	✓		✓
Ensuring that the nominated supervisor, staff and volunteers at the service are aware and have discussed the child's diabetes action and management plan with their families. This plan details the strategies to be implemented for the child's diabetes management at the service (refer to Attachment 1)	R	✓	✓		✓
Following and implementing the diabetes management strategies detailed on the child's diabetes action and management plan while at the service (refer to Attachment 1)		✓	✓		✓
Administering medications as required, in accordance with the procedures outlined in the Early Years Policy - Administration of Medication (<i>Regulation 93</i>)	R	R	✓		

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Families	Contractors, volunteers and students
Ensuring that staff have access to appropriate professional development opportunities and are adequately resourced to work with children living with type 1 diabetes and their families	✓	✓	✓	✓	✓
Organising appropriate professional development for early childhood teachers, educators and staff to enable them to work effectively with children living with type 1 diabetes and their family	✓	✓	✓	✓	✓
Compiling a list of children (including their photograph) living with type 1 diabetes and placing it in a secure but readily accessible location known to all staff. This should include the diabetes action and management plan for each child	R	✓	✓	✓	✓
Ensuring that each enrolled child who is diagnosed with diabetes has a current diabetes action and management plan prepared specifically for that child by their diabetes medical specialist team, at enrolment or prior to commencement (<i>Regulation 90</i>)	R	✓		✓	
Ensuring that the nominated supervisor, early childhood teacher, educators, staff, students, volunteers and others at the service follow the child's diabetes action and management plan in the event of an incident at	R	✓	✓		✓

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Families	Contractors, volunteers and students
the service relating to their diabetes					
Ensuring that a risk minimisation plan is developed for each enrolled child living with type 1 diabetes in consultation with the child's family, in accordance with <i>Regulation 90(iii)</i>	R	✓		✓	
Providing the service with a current diabetes action and management plan prepared specifically for their child by their diabetes medical specialist team				✓	
Working with the approved provider to develop a risk minimisation plan for their child				✓	
Ensuring that a communication plan is developed for staff and families at enrolment in accordance with Regulation 90(iv), and encouraging ongoing communication between families and staff regarding the management of the child's medical condition	R	✓	✓	✓	✓
Working with the approved provider to develop a communication plan				✓	
Communicating daily with families regarding the management of their child's diabetes		✓	✓	✓	✓

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Families	Contractors, volunteers and students
Ensuring that families provide the service with any equipment, medication or treatment, as specified in the child's individual diabetes action and management plan.	R	✓		✓	
Ensuring that programmed activities and experiences take into consideration the individual needs of all children, including children living with type 1 diabetes		✓	✓		✓
Ensuring that children living with type 1 diabetes are not discriminated against in any way and are able to participate fully in all programs and activities at the service	R	✓	✓		✓
Following appropriate reporting procedures set out in the Early Years Policy - Incident, Injury, Trauma and Illness in the event that a child is ill or is involved in a medical emergency or an incident at the service that results in injury or trauma (<i>Regulation 86</i>)	R	✓	✓		✓

Evaluation

In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- selectively audit enrolment checklists (for example, annually) to ensure that documentation is current and complete

- regularly seek feedback regarding the effectiveness of the policy
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or following a hypo emergency at the service, to identify any changes required
- notify all stakeholders, including parents/guardians, at least 14 days before making any significant changes to this policy or its procedures unless a lesser period is necessary due to risk (*Regulation 172 (2)*)

Attachments

- Attachment 1: D23-77417 - Early Years Policy - Diabetes - Attachment 1 - Strategies for the management of diabetes in children (Edit)