

DIABETES POLICY

General – Extract from DET's *Complex Medical Needs policy*
(SEPS Diabetes Policy begins page 2)

Purpose of this policy

To enable students needing complex medical care to attend school.

Policy

Schools must:

- develop a Student Health Support Plan for students needing complex medical care
- designate staff to provide complex medical care.

Complex medical care definition

Complex medical care often requires school staff to undertake specific training to meet the student's individual health needs. These needs cannot be addressed through basic first aid training and staff may be involved in:

- tracheostomy care
- seizure management
- medication by injection or rectal suppository
- administering suction
- tube feeding
- specialised medical procedures.

Provision at school

The department does not expect or require teachers in general to provide complex medical care.

When it is agreed that specialised medical procedures may be needed to enable a student to attend school then:

- designated school staff must receive specific training to allow them to meet the student's individual health care need

The Student Health Support Plan should:

- be guided by medical advice received by the student's medical practitioner via the Department's Medical Advice Form
- describe specific training requirements
- include procedures that make use of local medical services such as ambulances, local doctors, health centres, hospitals and community nurses when practical.

See: Health Care Needs within [Related policies](#)

Support, negligence and personal liability of school employees

These are covered in detail in the DET-wide 'Complex Medical Needs' policy.

PURPOSE

Young people with type 1 diabetes cannot produce the hormone insulin. Insulin is a hormone that regulates blood glucose levels and is essential for life. Young people diagnosed with type 1 diabetes must take multiple injections of synthetic insulin and regularly check their blood glucose levels throughout the day to stay healthy and well. Type 1 diabetes is a condition that does not have a cure, so these management tasks must be undertaken every day by the young person

This policy is to ensure that Sandringham East Primary School (SEPS) supports students diagnosed with diabetes. This policy is to be read in conjunction with SEPS' Health Care Needs policy and DET's Complex Medical needs policy. A child's safety is paramount as is ensuring their inclusion. Therefore, appropriate preparations and safeguards should ensure that students with diabetes are able to participate fully in the school's education programs.

The school, child's family/parents/guardians, DET Student Support Services and medical professionals should work together to ensure that students with diabetes are happy, healthy, safe and included members of the school. The school is to ensure that staff are trained to provide the specific care that a child with diabetes requires as outlined below.

IMPLEMENTATION

Inclusion – 'equal access'

Every young person in Victoria with type 1 diabetes has the right to be included in schooling and extra-curricular activities, such as excursions, overnight school camps and trips overseas.

To enable 'equal access':

- The school is to consider what reasonable adjustments they can make to ensure that a young person with diabetes can safely take part in schooling including out-of-school settings such as excursions.
- The school should adopt best practice to plan well ahead to identify any changes that need to be made. This will need to be done in consultation with the young person (where appropriate), the family and diabetes treating team.
- The school is to be aware of how a young person's diabetes might impact on their participation and allow enough flexibility to ensure a young person can safely participate.

Copies of the young person's diabetes action and management plans and/or specific and separate camp and travel plans should be prepared by the young person's diabetes treating team. To support the child's inclusion, it must be noted that these plans take time to develop so should be requested by parents/carers/guardians at least 4 weeks before the required date. This time frame will also allow for school support staff to undertake any required training.

Staff

Staff responsibilities, with regards to student with diabetes, include:

- Student safety while at school, and when supervising extra-curricular activities including excursions and camps
- Responding to every young person as an individual
- Being familiar with and following the young person's diabetes action and management plans, which includes details of symptoms of a hypo and hyper, and helps key staff identify when the student's blood glucose level might be getting too low or high
- Adhering to legal requirements, protocols, plans and protections
- Being open to diabetes education and operating within the scope of their training

- The provision of a normal school life that is inclusive for all students, and working with all stakeholders to allow the student discrete and unobtrusive ways to cater for necessary treatments and diabetes management
- Meeting all the legislative requirements for type 1 diabetes plans (refer Department of Education and Training (DET) Schools Policy Guide)

Schools and early childhood settings have a responsibility to ensure the safety of all of their students (including those with type 1 diabetes) so that they can participate fully in all learning and play activities. This means teachers need to:

- use and follow the student's diabetes action and management plans
- support and encourage the student to perform their routine diabetes care activities as outlined in their diabetes management plan, if applicable
- communicate with parents as mutually agreed

Key staff at schools/early childhood settings have the right to:

- access clear, current and accurate health information that could impact on a young person's care and educational needs
- volunteer to undertake or supervise healthcare tasks with appropriate education and training, or otherwise ensure such tasks are undertaken by a suitably willing and able staff member such as in the event that the task requires a level of qualification
- access professional development on diabetes

Staff training will be arranged as follows:

- **Level 1 – Online training through Diabetes Victoria**
ALL school staff will complete this introductory level training annually if there is a child/student with type 1 diabetes at the school.
- **Level 2 – Online training through Diabetes Victoria**
Designated staff, who are likely to be supporting the child/student with their diabetes requirements at the school, will complete this intermediate level training annually. This may include all teachers in the student's year level/s, all specialist teachers, members of the school leadership team, and staff supervising First Aid.
- **Student-specific training – Small group training through Monash Health, Monash Children's Hospital**
Designated staff, who have direct and frequent contact with the child/student with diabetes, or will likely be required to treat the child for a hypo/hyper, will undertake additional training with a facilitator from Monash Children's Hospital's Department of Paediatric Endocrinology and Diabetes. This may include the child's teacher, the First Aid coordinator, and select other key contacts such as one or more specialist teachers and one or more members of the school leadership team.

The school will host a Student Support Group (SSG) meeting at least once a year. The aim of this meeting is to make sure that all key staff are up-to-date with the child's diabetes action and management plans and any health support that is required, and that the family/parents/carers and schools can discuss the child's treatment plan and other relevant aspects of their schooling. A member of the Visiting Teacher (VT) team will be invited to support the school in developing and implementing strategies to further ensure inclusion and necessary modifications/accommodations. SSG meetings will be held more frequently as required, such as if there are changes to the student's management plan or treatments.

Students

Students living with type 1 diabetes have the right when at school to:

- Expect a safe environment for learning and care
- Appropriate supervision, such as having an adult present at all times when having a hypo
- Be able to check blood glucose levels anytime/anywhere
- Take charge of their diabetes care (age dependent), working within the policies, procedures and protections of the school or early childhood setting
- Be included in all school or early childhood activities; including excursions, camps and all extra-curricular activities
- Be treated as an individual
- Be treated with respect and dignity and have their needs listened to and acted upon.

Families/parents/guardians/carers

Families/parents/guardians/carers of students living with type 1 diabetes have the right to:

- Expect staff to follow their child's diabetes action and management plans
- Expect their child is safe and cared for while at school
- Expect necessary procedures are put into action if their child becomes unwell

The family/parent/guardian/carer is responsible for:

- Providing diabetes equipment, supplies, hypo food, contact details, ID bracelet etc, as applicable.
- Provision of permissions and consents
- Provision of individualised diabetes action and management plans that are current and meet Department of Education and Training (DET) requirements. **These plans must be completed and signed by the diabetes treating team in consultation with the young person's parent/carer or guardian**, and are documents to which the school must adhere. These plans will need to be updated annually or if there are significant treatment changes (e.g. changing from insulin injections to an insulin pump).
- Supporting clear, direct, respectful communication between home and school, as mutually agreed.

The family/parent/guardian/carer will always have the main responsibility for the child's health at school. This includes making sure the school has been provided with the equipment and supplies they need to follow the child's diabetes action and management plans. This includes supplying and restocking the school with all of the diabetes equipment needed by their child. Equipment needed includes a blood glucose meter, monitoring strips, lancet devices, and multiple 'hypo kits' for hypo treatment and sport/activity food (all clearly named) as required by the student's management and treatment plan.

Communication practices between home and school will be discussed and reviewed at the SSG meeting, and may be through a communication book or student diary where details any relevant events and information, such as details of hypos, are recorded by all parties. The parents/carers should be aware of the key contact at the school – other than the child's teacher – who will be the person responsible for chairing SSG meetings and oversee the child's diabetes management. In most cases this will be an Assistant Principal. Any concerns regarding the child's diabetes management and treatment, their inclusion, or mental health and wellbeing, should be discussed with this key contact.

There may also be times during the day when parents/carers need to be called via phone. It is vital that the school has current emergency contact numbers for the parents/carers and other nominated adults.

RESOURCES AND LINKS

- Diabetes Victoria FAQ - <https://www.diabetesvic.org.au/Diabetes-and-schools-FAQs>
- Online training modules - https://www.diabetesvic.org.au/how-we-help-detail?tags=Left-Mega-Nav%2FSchools&content_id=a1R9000000HsggyEAB&bdc=1
- Diabetes Helpline - 1300 136 588 for further help and support
- Refer to the Victorian Department of Education and Training's Diabetes policy for further information:
<http://www.education.vic.gov.au/school/principals/spag/health/pages/diabetes.aspx>
- Diabetes Victoria website:
https://www.diabetesvic.org.au/Advanced-Search-Result-Detail?ocmsLang=en_US&content_id=a1R9000000HskcoEAB

EVALUATION

This policy will be reviewed as part of the school's three-year review cycle.

Approved by School Council August 2021