D-18 Diabetes

NQS

QA. 2.1	Health.
QA. 2.1.1	Wellbeing and comfort.
QA. 2.1.2	Health practices and procedures.
QA. 2.2.2	Incident and emergency management.
QA. 4.2.2	Professional standards.
QA. 6.1.1	Engagement with the service.
QA. 7.1.2	Management systems.
QA. 7.2.1	Continuous improvement.

National Regulations

Reg. 90	Medical conditions policy
Reg. 91	Medical conditions policy to be provided to parents
Reg. 136	First aid qualifications
Reg. 145	Staff record
Reg. 162	Health information to be kept in enrolment record
Reg. 168	Education and care service must have policies and procedures

My Time, Our Place

LO. 1	Children and young people feel safe, secure, and supported

Policy Statement

We aim to provide safe and effective care for children diagnosed with diabetes by ensuring all staff are fully aware of the individual needs of each child. All staff will be appropriately trained in emergency first aid to ensure they are able to adequately administer medication and respond appropriately in a diabetes emergency.

Related Policies

- Sylvania Heights BASC Policy A-4: Enrolment
- Sylvania Heights BASC Policy A-10: Acceptance and Refusal of Authorisations
- Sylvania Heights BASC Policy C-3: Staff Orientation and Induction
- Sylvania Heights BASC Policy C-9: Relief Staff
- Sylvania Heights BASC Policy C-10: Volunteers/Students/Visitors
- Sylvania Heights BASC Policy D-1: Dealing with Medical Conditions
- Sylvania Heights BASC Policy D-2: Hygiene
- Sylvania Heights BASC Policy D-3: Food and Nutrition
- Sylvania Heights BASC Policy D-10: First Aid
- Sylvania Heights BASC Policy D-20: Medication

Procedure

Parents will be required to inform the Centre of any child diagnosed by a medical practitioner as having diabetes at the time of enrolment. This information is recorded on the enrolment form.

Parents are reminded of this requirement through the Family Handbook.

The Nominated Supervisor will organise a meeting with the parents/guardians of the child to discuss the details of managing the child's condition during their time at the Centre.

Parents will be required to provide a copy of a diabetic emergency plan, as authorised by the medical practitioner (Regulation 90). Permission will be required from parents to have the diabetic emergency plan displayed in a location visible and accessible to staff responsible for the child.

The following will need to be obtained from the parents before the child is able to attend the service:

- Blood Glucose Test authorisation
- Blood glucose testing kit, labelled clearly with the child's name
- Diabetic emergency plan, as authorised by medical practitioner

If the child requires any additional considerations with regards to toileting, mealtimes, food restrictions, physical activity etc., the parent/guardian must advise the Nominated Supervisor upon enrolment, or as soon as is relevant. It is the duty of the Nominated Supervisor to ensure this information is made available to the staff responsible for the child.

Alternatives will be provided for any child diagnosed with diabetes at mealtimes, where possible and/or appropriate.

Any medication or relevant medical equipment required must be supplied by the parents in a hard plastic box, clearly marked with the child's name and any additional relevant information must be kept with the medication at all times.

All medication must be stored in an area easily accessible to staff (not locked away) but inaccessible to children and away from any direct heat source.

All blood glucose testing and emergency response in regard to a diabetic child, must be managed only by the staff member on duty trained in First Aid. Where the child is able and confident to test their Blood Glucose Levels independently, a quiet area will be provided for them to do so. The child will be monitored and required to advise the staff member that they have completed their test so as to keep them informed of their current levels.

All staff, including relief staff and volunteers, will be informed of the current enrolled children who have been diagnosed as diabetic upon employment. It is the responsibility of all staff to familiarise themselves with any children diagnosed.

In the event of a diabetic emergency occurring, staff will follow the instructions on the child's diabetes emergency plan.

Parents/guardians of children who have been diagnosed as diabetic must be provided with a copy of the Diabetes Policy (Regulation 91).

If relevant, policies and practices in relation to specific needs of individual children will be developed and implemented.

Any staff member who has been diagnosed as diabetic by a medical practitioner must advise the Nominated Supervisor. This will be recorded in their emergency details form and any additional information recorded on file.

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- Australian Children's Education and Care Quality Authority (ACECQA)
- United Nations Rights of the Child (Article 24)
- Diabetes NSW – https://www.diabetesaustralia.com.au/

Endorsed: 20/07/2026
Review date: 20/07/2028