



# Diabetes Policy



## Help for non-English speakers

If you need help to understand the information in this policy please contact Leopold Primary School.

## PURPOSE

To ensure that Leopold Primary School appropriately supports students with diabetes and make reasonable adjustment for students with diabetes to enable them to participate in their education on the same basis as their peers.

## OBJECTIVE

To explain to Leopold Primary School parents/carers, staff and students the processes and procedures in place to support students diagnosed with diabetes.

## SCOPE

This policy applies to:

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

## POLICY

### Diabetes

Students with type 1 diabetes are required to have:

- a current individual [Diabetes Management Plan](#) prepared by the student's treating medical team (provided by parents or carers)
- a current [Diabetes Action Plan](#) prepared by the student's treating medical team (provided by parents or carers)
- a [Student Health Support Plan](#) developed by the school in consultation with the parents or carers and where appropriate the student's treating medical team
- [Medical Authority Form](#) detailing the medications required during regular school hours, the dose, administration and storage

Leopold Primary School has a legal obligation to consult with the student and parent or carers about the need of the student and what reasonable adjustments must be made.

### Professional Development – training

The following training is required:

- all staff complete basic level training so they have an awareness of what type 1 diabetes is and how to respond safely to an emergency
- ensure a sufficient number of Responsible Staff are trained, capable and available daily to provide the treatment prescribed in a student's individual Diabetes Management Plan and Diabetes Action Plan
- Responsible Staff 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.
- training is up-to-date and appropriate in light of any changes to a student's Health Support Plan

U/School Policies/ Policies 2024- Diabetes Policy

<https://www2.education.vic.gov.au/pal/diabetes/policy>

Leopold Primary School will conduct a handover at the end of each year to the child's next grade teacher and provide an annual briefing for staff at the beginning of a new school year on:

- identities of students diagnosed at diabetic
- symptoms and treatment of diabetes
- location of student's diabetes packs including medication
- recording of chronicles on Compass

### Participation in school life

Most students with diabetes can enjoy and participate in school life and curriculum to the full. However, due to their diabetes they may need:

- special consideration when participating in sport, excursions, camps and other activities
- extra diabetes management plans for overnight camps and excursions prepared by the student's treating medical team
- special consideration during exams and tests
- extra toilet provisions
- extra consideration if unwell
- some individual supervision
- to eat at additional times, especially when involved in physical activity
- special provisions for privacy when checking blood glucose levels and injecting insulin, if required

### Management of confidential medical information

Confidential medical information provided to Leopold Primary School to support a student diagnosed with diabetes will be:

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

### Communication plan

This policy will be available on Leopold Primary School's website so that parents and other members of the school community can easily access information about Leopold Primary School's diabetes management procedures.

### FURTHER INFORMATION AND RESOURCES

- [Supporting Students with Type 1 diabetes in Victorian Schools Guidelines](#)

### REVIEW CYCLE

This policy will be reviewed on an Annual Basis.

Signed:

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**School Council President – Ramona Browne**

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**School Council Executive Officer (Principal) – Stuart Bott**

This policy was last updated by School Council on:	15/10/2024
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This policy is scheduled for review by School Council in:	Oct 2025
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