



Bass Valley Community Group Inc.

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CLIENT CARE POLICIES AND PROCEDURES

PURPOSE

To provide staff with information to work with clients to assist managing their diabetes and make contribution to limiting any adverse effects and complications from this disease while they attend the Bass Valley Community Centre's program. Note: The Diabetes Action Plan only pertains to the client's attendance at the program, it may not be a comprehensive diabetes action plan.

POLICY

For all clients who identify as having diabetes, a Diabetes Action Plan will be developed to:

1. Describe the disease, including type, symptoms and medication used to control the condition
2. Identify triggers to be avoided that may exacerbate the condition
3. Identify measures that could be taken to control/abate the condition
4. Identify contacts/actions in case of a diabetes related emergency

PROCEDURE

Development of a Diabetes Action Plan occurs as per the following procedure:

- Upon admission to the program, whether or not new clients are diabetic will be identified through their response to questions to them regarding their health background.
- As soon after admission as is practical, developed of a Diabetes Action Plan will be commenced as a priority
- The Diabetes Action Plan is to be a joint action involving:
 - The client
 - A staff member and
 - A health professional ie nurse or GP
- The name of the health professional will be included on the Diabetes Action Plan, along with the name of the staff member(s).
- The Diabetes Action Plan will be reviewed six-monthly or as required.

Authorised by: Bass Valley Community Group Incorporated

President: _____

Date: April 2018

Date of Policy Jun 2016
Date of Review Apr 2018
Date of Next Review Jun 2020