

Name :

Date/s :

Location :

Closest medical facility & contact number :

Type 1 Diabetes Management Plan: Insulin Pump Boarding House



DIABETES MANAGEMENT PLAN AND CHECKLISTS FOR BOARDING HOUSE. INSULIN PUMP

It is recommended that all staff in the Boarding House should do the Level 1 and Level 2 training. Key staff members should also undertake Level 3 training.

This can be access at DiabetesInSchools.com.au

This education will include:

- Blood Glucose Monitoring
 - Continuous Glucose Monitoring
 - Insulin Administration
 - Glucagon Administration
-
- * This document is to be read in conjunction with the Type 1 Diabetes Management Plan & Checklist for Boarding House and your education sector's boarding house policy.
 - * It is recommended the schools arrange a meeting between relevant school staff, boarding staff and the family to discuss the contents of this document well in advance of commencing boarding.
 - * This form is to be completed in consultation with the family. If needed, families should speak to their treating team for assistance.

Diabetes Management Plan for Boarding House : Insulin Pump

School:

click to
add photo

First name:

Last name:

Date of birth:

School Year:

Target range for glucose level is 4.0 - 8 mmol/L

Never leave alone if UNWELL // Treat on the spot

Contact Details : Parent/Carer

Contact 1 :

Contact 2 :

Contact 3 :

PCH Diabetes Contact Details

PCH Clinic : 6456 1111 Opt 2

Afterhours on call
diabetes consultant : 6456 5993

PCH Switchboard : 6456 2222

GLUCOSE MONITORING

In addition to the daily schedule, monitoring of glucose levels and **Blood Ketone Levels** should be performed if the student is unwell.

Low glucose levels to be confirmed by :

DAILY SCHEDULE : PLEASE GIVE INSULIN MINUTES BEFORE FOOD

Type of insulin pump:

Type of Sensor:

Glucose levels will be checked routinely during the following times:

- Before breakfast, lunch, dinner & snacks.
- Before bed.
- At midnight and 3 am (supervised by an adult).
- Any time student is showing or feeling signs of a "hypo", "hyper" or illness.

Staff member/s allocated to supervise :

When	Glucose Check	Insulin	Action	Responsible Person

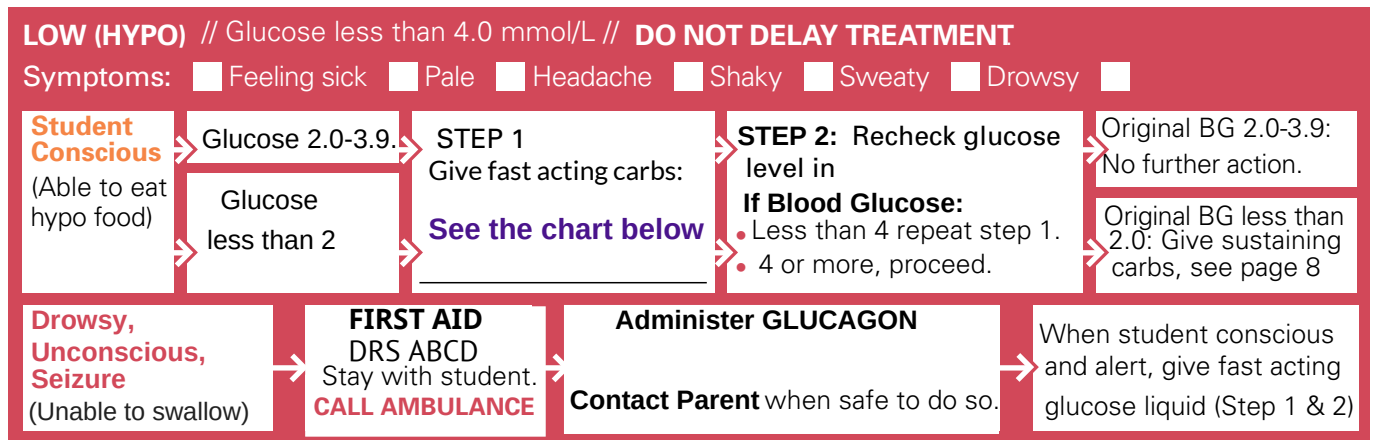
Preferred pre-bedtime and overnight glucose level range:

GLUCOSE MONITORING AND MANAGEMENT

LOW GLUCOSE LEVELS (Hypoglycaemia / Hypo)

ACTION is needed if the glucose level is less than 4.0 mmol/L.

Low glucose levels to be confirmed by :



HYPO KIT – Hypo kit should be kept with student at all times

FAST ACTING CARBOHYDRATE FOOD	AMOUNT TO BE GIVEN
SUSTAINING CARBOHYDRATE FOOD	AMOUNT TO BE GIVEN

- If the student requires more than 2 consecutive fast acting carbohydrate treatments, as per the instructions above, call the student's parent/carers. Continue hypo treatment if needed while awaiting further advice.
- All hypo treatment foods should be provided by the parent/carers.
- Ideally, packaging should be in serve size bags or containers and labelled as fast acting carbohydrate food and sustaining carbohydrate food.

Mild hypoglycaemia is common.

SEVERE LOW/HYPO MANAGEMENT

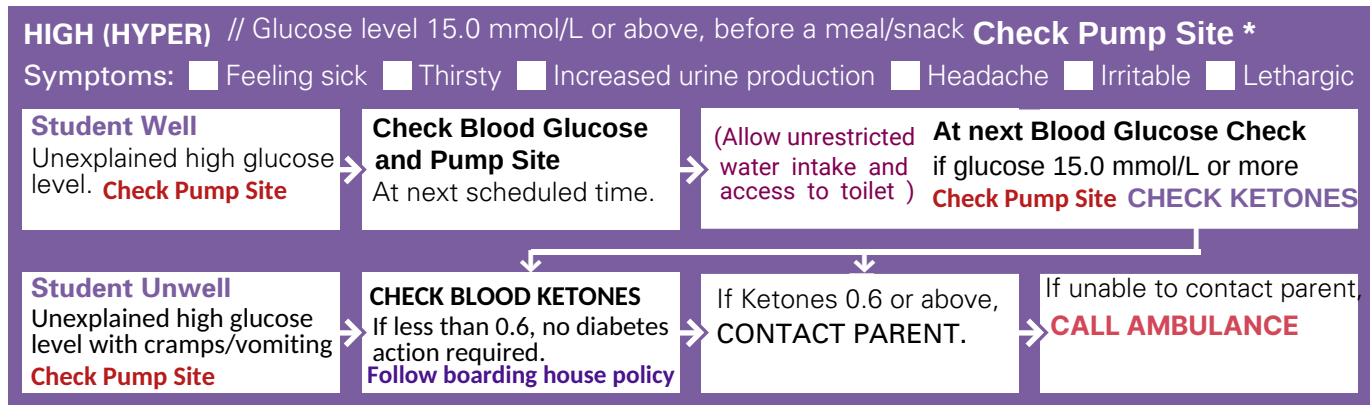
Severe hypoglycaemia is not common.

Follow the instructions as above page for any episodes of severe hypoglycaemia.

DO NOT attempt to give anything by mouth to the student or rub anything onto the gums as this may lead to choking.

HIGH GLUCOSE LEVELS (Hyperglycaemia / Hyper)

ACTION is needed if the glucose level is 15mmol/L or above.



- Although not ideal, glucose levels above target range are not unusual.
- Glucose levels may be above target if food has been consumed within the last two hours.
- If insulin has been given, allow two hours for glucose levels to return to target.
- Remember, if the student is frequently above 15mmol/L to contact the parent/carer.

KETONES

- Ketones occur most commonly when there is not enough insulin in the body.
- Ketones are produced when the body breaks down fat for energy.
- Ketones can be dangerous in high levels.

Check blood ketone level if:

Student unwell or glucose levels remain at 15.0 mmol/L or above for two or more consecutive glucose checks.

ACTION: If ketones are **0.6 mmol/L or above**, follow action for ketones as above.

* For unexplained high glucose, pump site should be checked for leakage, dislodged needle/cannula or redness/swelling. If any of these occur, the infusion set must be changed immediately; contact parent or carer

GLUCOSE MONITORING

Glucose levels outside of the target range are common.

Glucose levels will vary day-to-day and be dependent on a number of factors such as:

- * Insulin dose
- * Type/quantity of food
- * Level/duration/type of activity
- * Illness/ infection
- * Excitement / stress
- * Growth spurts

FINGER PRICKS

The student should always wash and dry their hands before doing a finger prick check.

Is the student able to do their own glucose check independently?

If NO, the responsible staff member needs to:

A finger prick is needed when:

- * TAG (Trend, Arrow, Glucose) unavailable
- * Symptoms don't match the sensor reading
- * Sensor has fallen off

* Further action is required if glucose level is less than 4.0 mmol/L or 15.0 mmol/L or above.

* If the meter reads 'LO' this means the glucose level is too low to be measured by the meter - see page 4

* If the meter reads 'HI' this means the glucose level is too high to be measured by the meter - see page 5

SENSOR GLUCOSE CHECKING

The student is wearing a sensor :

- * CGM and FGM consist of a small sensor that sits under the skin and measures glucose levels in the fluid surrounding the cells (interstitial fluid).
- * **These devices are NOT compulsory management tools.**
- * With CGM, a transmitter sends data to either a receiver, phone app or insulin pump.
- * With FGM, the device will only give a glucose reading when the sensor disc is scanned by a reader or phone app.
- * A sensor glucose reading can differ from a finger prick blood glucose reading during times of rapidly changing glucose levels e.g. eating, after insulin administration, during exercise.

PHYSICAL ACTIVITY

A blood glucose meter and hypo treatment should always be available.

- * Physical activity may alter glucose levels.
- * Physical activity should not be undertaken if glucose levels are less than 5.0 mmol/L. Refer to diagram below.
- * Vigorous activity should not be undertaken if the student is unwell or ketones are 0.6mmol/L or above.
- * The student may require an extra serve of carbohydrate food before every 30 minutes of planned physical activity or swimming as advised by the family.
- * If glucose levels are consistently below 4.0 mmol/L or above 15.0mmol/L parents should be contacted to discuss a change to insulin doses.

Please check glucose levels 10 - 15 minutes prior to the activity

4.0 - 5.0 mmols/L

5.1 - 8.0 mmols/L

Once above 5 exercise can start.

8.1 - 14.9 mmols/L

Exercise can be started.

Exercise can be started.

15.0 mmols/L or above

Check Blood Ketone Levels

Ketones less than 0.6 mmol/L, exercise can start.
Ketones 0.6 mmol/L or above, CONTACT PARENT.

PUMP

It is recommended that the student/staff upload the pump every 4 weeks to ensure most recent settings are recorded.

Pump (Type or model) _____

Is supervision/assistance required for pump navigation?

If yes, the responsible staff need to:

STUDENT INSULIN PUMP SKILLS

Able to independently count carbohydrate foods

Able to enter glucose levels and carbohydrate grams into pump

Able to do a 'Correction Bolus'

Able to disconnect & reconnect pump if needed

Able to Suspend & Restart pump manually

Able to prepare and insert a new infusion set if needed

Able to give an insulin injection if needed

Able to troubleshoot pump alarms and malfunctions

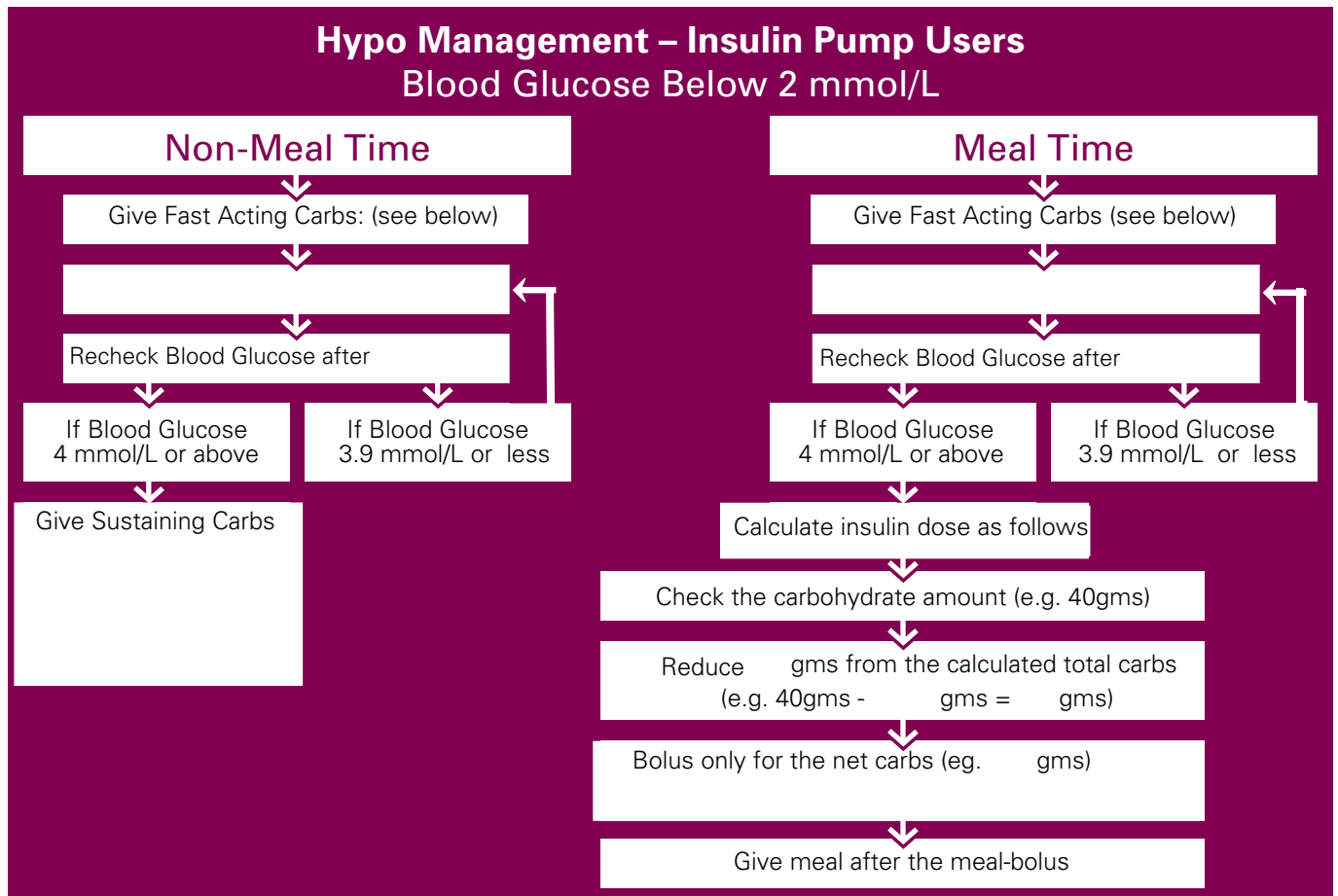
Able to utilise temporary basal rates?

If NO to any of the above, please enable your child to learn or practice these skills.

Low Glucose Suspend:

The automated pumps are programmed to STOP insulin delivery when the Sensor Glucose Level is low or predicted to go low.

HYPO MANAGEMENT APPENDIX



CHECKLIST FOR FAMILIES

MEALS AND SNACKS

Discuss food and meal needs with schools so that they can make necessary arrangements with catering staff. Arrange for extra fast and slow acting carbohydrate food to be available to treat hypos and prepare for exercise. Overnight access to carbohydrate containing foods will also be necessary. For example: If access to food is limited during an extended activity the student will need to carry or have access to additional carbohydrates at all times.

SUPPLIES **Arrange for the supplies your child needs. In most cases, they will need:**

A blood glucose meter	Glucagon
A blood ketone meter	Extra batteries
Fast acting insulin pens x 2	Charging cable
Long acting insulin pens x 2	Lancets / finger pricker
Ketone test strips	Hypo foods and snacks
Glucose test strips	Insertor and/or Reservoir
Infusion sets and/or lines	Sustaining Carbs
Fast Acting Carbs	

A means to keep the insulin cool in hot weather if a refrigerator is not available.

A means to keep the insulin pump safe if/when disconnected from the body.

Make arrangements so your child or staff can contact you. The family will be the contact point to discuss glucose levels and insulin doses. The family can contact PCH as needed for advice.

CHECKLIST FOR SCHOOLS

SKILLS REFRESHER

Revise and refresh diabetes management skills for staff. Check that all staff responsible for the student's care at the boarding house know when to call for help, the emergency medical evacuation procedures, and are familiar with this Diabetes Management Plan.

Are staff:

Familiar with blood glucose monitoring

Familiar with insulin delivery via pump

Confident to treat a hypo

Familiar with blood ketone testing

Familiar with medical emergency procedures

MEALS AND SNACKS

Does the student have coeliac disease?

*Seek parent/carer advice regarding appropriate food and hypo treatments.

Provide the family with a detailed meal program (including estimated timing of meals and access to food outside of these times). Carbohydrate foods should be served at every meal and snack time.

For example; if meal times fluctuate each day, some additional planning may be required.

Additional carbohydrate foods are needed for exercise and must be readily available where the exercise is taking place.

HYPO KIT

A hypo kit is a pack containing fast acting and sustaining carbohydrates. Arrange for a hypo kit/s to be available at all time. In cases of severe hypo, follow the Diabetes Management Plan "Low Glucose Levels" on page 3

The student should have a hypo kit on their person at all times.

When medical help may be delayed, a trained staff member must be available to give glucagon injection in in cases of emergency. As per page 3.

CONTACT DETAILS

Make arrangements so staff can contact the child's parents to discuss glucose levels and insulin doses

AGREEMENTS

PARENT/CARER

- ☐ I have read, understood and agree with this plan.
- ☐ I give consent to the school to communicate with the Diabetes Treating Team about my child's diabetes management at the boarding house.
- ☐ I acknowledge that school staff who administer insulin and / or glucagon do so:
- 1) after receiving training from their clinical treating team.
 - 2) to the best of their ability.

NAME

FIRST NAME (PLEASE NOTE)

FAMILY NAME (PLEASE NOTE)

SIGNATURE

DATE

SCHOOL REPRESENTATIVE

- ☐ I have read, understood and agree with this plan.

NAME

FIRST NAME (PLEASE NOTE)

FAMILY NAME (PLEASE NOTE)

ROLE

- ☐ Principal ☐ Associate principal
- ☐ Other (please specify) _____

SIGNATURE

DATE

DIABETES TREATING MEDICAL TEAM

NAME

FIRST NAME (PLEASE NOTE)

FAMILY NAME (PLEASE NOTE)

SIGNATURE

DATE