



DIABETES MANAGEMENT PLAN

References and Legislation:	<ul style="list-style-type: none">• <i>Work Health and Safety Act 2011 (Qld)</i>• <i>Work Health and Safety Regulation 2011 (Qld)</i>• <i>First Aid in the Workplace Code of Practice 2021 (Qld)</i>• Diabetes Qld – School Plans• National Diabetes Services Scheme – Diabetes in Schools Training
Ormiston College Related Documents:	<ul style="list-style-type: none">• Administration of Medication Policy• Administration of Medication Procedure• Administration of Medication Consent Form• First Aid Policy• Infection Control Policy• Substance Management Plan (Medications)• Workplace Health and Safety Policy
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RATIONALE

Ormiston College has a duty of care to take reasonable steps to keep students safe at school. This includes but is not limited to, minimising the risk of personal injury to students, seeking prompt medical assistance and assisting any students who have Diabetes to help manage their condition whilst at school.

DESCRIPTION

Type 1 Diabetes

Type 1 Diabetes is a chronic condition that affects how the body regulates blood glucose. It develops when the pancreas stops producing insulin. Insulin is the hormone which transports glucose from the blood stream to the cells around the body where it is used for energy.

Without insulin, glucose builds up in the blood stream and can make a person extremely unwell. If someone is diagnosed with Type 1 Diabetes, they must give insulin and check blood glucose levels for life. Insulin is a lifesaving medication. Type 1 Diabetes is a condition that needs decisions and actions to be made every day to keep glucose levels within a certain range.

Type 2 Diabetes

Type 2 Diabetes is the most common type of Diabetes, the body still produces some insulin, but it may not be enough or work well enough to keep BGLs within a healthy range.

Type 2 Diabetes can be managed with lifestyle changes such as losing weight (if overweight), healthy eating and engaging in regular physical activity but often medications such as tablets or insulin may also be required.

Caring for Diabetes in children and adolescents is a challenging task for families and their health professionals. Education and knowledge are essential elements in being able to look after a student's Diabetes from day to day and in special situations.

MANAGEMENT

Management options for Diabetes depends on the type:

Type 1 Diabetes

Type 1 Diabetes is managed by replacing the insulin the body can no longer make. Insulin is given by injection or by using an insulin pump. A person with Type 1 Diabetes is managed by a team consisting of an endocrinologist, GP, Diabetes educator and a dietitian. This team, along with the person and parent/s will decide on the best management options such as insulin pumps and blood glucose monitoring. Managing Type 1 Diabetes on a day-to-day basis is important for keeping blood glucose levels in the target range.

An insulin pump is a portable device used to deliver insulin. It is small enough to be placed in a pocket or on a belt. It is connected to a narrow tube that is attached to a needle which is inserted under the skin. The pump can be programmed to deliver a small amount of insulin continuously and give larger doses as needed. Insulin pumps deliver short-acting insulin 24 hours a day.

A CGM (Continuous Glucose Monitoring) Sensor consists of a small sensor that sits under the skin and measures glucose levels in the fluid surrounding the cells (interstitial fluid), and a transmitter which sends data to the insulin pump or a phone or smart device.

Students may come to school with a CGM device. This technology is to support students and parents, and will be primarily managed by the parent but may be managed at school by the student, the College Nurse or designated, trained staff. The College Nurse may have the CGM readings on a smart device to monitor students in Prep to Year 3 or newly diagnosed students. This will be at the discretion of the student's parents, the College Nurse and the relevant Head of School.

Teachers and College staff are not expected to do more than routine Diabetes care unless trained to do so by the College Nurse and approved by the relevant Head of School.

Type 2 Diabetes

Healthy eating and increased physical activity, promoting a healthy weight is important. The person may also be prescribed medication to regulate the levels of insulin in the body. These may be taken orally or as injections.

FIRST AID REQUIREMENTS

Ormiston College has the responsibility of administering First Aid to students both on campus and during off campus excursions. This can include but is not limited to an episode of hypoglycaemia (Low blood glucose) or hyperglycaemia (High blood glucose). The College will provide First Aid Kits that include jellybeans or glucose gel to assist in correcting hypoglycaemia in locations around the campus. Ormiston College employs a Registered Nurse to monitor and assist any students with Diabetes during school hours.

Ormiston College provides First Aid training for all staff which includes First Aid management of Diabetes.

SPECIFIC REQUIREMENTS TO CATER FOR DIAGNOSED STUDENTS

Any parent/guardian of a student diagnosed with Type 1 Diabetes should:

- Develop a Diabetes Management Plan along with their Endocrinologist or Diabetes Educator and provide this to the College. This plan should be updated annually and if any changes occur.
- Liaise with the College Nurse regarding their child's Diabetes Management Plan and how this will be implemented whilst at school.
- Be familiar with their child's individual Diabetes Management Plan.
- Be familiar with the Ormiston College Diabetes Management Plan.
- Be aware of the roles and responsibilities of parents, the Headmaster, College staff and students.

Any student who is old enough to help manage their own condition should be familiar with their individual Diabetes Management Plan.

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Ormiston College staff may be required to support students with Type 1 Diabetes in a range of ways including:

- working with parents and carers to establish communication processes regarding a student's day-to-day Type 1 Diabetes care (for example via a diary, phone calls or regular meetings);
- following a student's Diabetes Management and Action Plan in relation to treating low and high glucose levels;
- ensuring the student has access to their Diabetes Kit and hypo treatment foods at any time during the day;
- ensuring a student has access to water (for drinking or to wash hands);
- allowing a student to eat at additional times in class or during physical activity;
- allowing extra bathroom access;
- making special considerations during exams and tests;
- providing some necessary supervision (e.g. insulin administration, blood glucose levels and pump management) if required;
- providing consideration for privacy when checking blood glucose levels and/or injecting insulin, if requested.

Young students may require additional support and guidance in managing their Type 1 Diabetes needs.

EQUIPMENT FOR STUDENTS WITH TYPE 1 DIABETES

Student

Each student diagnosed with Type 1 Diabetes is required to carry their own Diabetes Kit. The Diabetes Kit is supplied by the parent/carer of the student.

This Kit must contain:

- a Blood Glucose Monitor with adequate supplies;
- a supply of jellybeans or other rapid glucose source in case of Hypoglycaemia;
- a GlucaGen Hypoglycaemic Kit (if deemed appropriate by their treating Doctor);
- if the student administers insulin via insulin pen, then the Kit should contain the student's personal insulin pen/s (as prescribed by their treating Doctor).

The storage of the student's Diabetes Kit will be determined by the College in consultation with the parent and student after careful consideration of the risks involved. Junior School students are required to have their Diabetes Kit in their classroom each day, students in Prep to Year 3 will be assisted by their class Teacher or Teacher Aide in taking their Diabetes Kit to specialist lessons. All students with Type 1 Diabetes are encouraged to always have their Diabetes Kit in close proximity to them.

A supply of fast acting glucose and long-acting carbohydrate foods can be kept in the student's classroom or the Health Centre as a backup if required. These are to be supplied by the parents of the student with Diabetes.

College Emergency Equipment

It is a requirement that each student diagnosed with Type 1 Diabetes who requires insulin injections is to supply a spare insulin pen with disposable needles to the College Nurse for back-up. The spare supplies will be kept in the Health Centre. If the student is using an insulin pump, then spare insulin pump supplies may be kept either in their Kit or in the Health Centre.

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Ormiston College will also supply either glucose gel or jellybeans in First Aid Kits for quick treatment of hypoglycaemia. There is a BGL monitor located in the Health Centre for random BGL checks & Ketone checks by the College Nurse should it be required.

The College Nurse will have access to a GlucaGen Hypoglycaemic Kit for emergency treatment of hypoglycaemia which is stored in the Health Centre. This GlucaGen Hypoglycaemic Kit is only to be administered by the College Nurse or any specially trained staff under the direction of a QAS operator. 000 is required to be called and informed of the administration of the GlucaGen Hypoglycaemic Kit on a student and the student is then required to be assessed by QAS paramedics or a medical practitioner.

IMPLEMENTATION

Awareness

The Diabetes Management Plan is available for staff, students and parents to access. Any students currently at the College will be informed of the Management Plan and are required to complete the relevant Diabetes Management Plan every year.

Training

Ormiston College will ensure that an appropriate number of staff are trained in First Aid and rostered on at all times. All teaching staff are encouraged to undertake the NDSS Diabetes in Schools Level 1 online training. It is a requirement that any Junior School teaching staff who has a student with Type 1 Diabetes in their class undertake the NDSS Diabetes in Schools Level 1 and 2 online training, then complete face-to-face training with the College Nurse.

Qualifications will be in line with the requirements of the relevant legislation and will be refreshed as required.

Record Keeping, Monitoring and Reporting

- The College will ensure that a record of any treatment given will be documented in the student's online TASS file.
- The relevant student Management Plan will be scanned and saved electronically on the student's online medical file and a hard copy will be kept in the Health Centre.
- Records of staff First Aid qualifications will be kept on a register held by the WHS Officer.

COMPLIANCE AND MONITORING

Ormiston College will ensure copies of this Management Plan and any related procedures are readily accessible and available for inspection by stakeholders.

INDIVIDUAL DIABETES MANAGEMENT PLAN

A student's Diabetes Management Plan is an essential document that will guide how the College can support students to learn and participate fully in their school experience. The Diabetes Management Plan is usually developed by the student's Diabetes Treating Team in collaboration with the student and family.

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Ormiston College requires any student diagnosed with Type 1 Diabetes to have an individual Diabetes Management Plan. The relevant Diabetes Queensland Management Plan should be completed by the treating Endocrinologist or Diabetes Educator at the beginning of each school year, or if there are any changes made to medications and provided to the College Nurse. These documents will be saved to the student's electronic file and accessible to teaching staff in Teacher Kiosk.

A specific Diabetes Management Plan will be required for camps, excursions or tours and extensive planning is required at least 8 weeks prior to the student going on the camp, excursion or tour. If possible, the parent or carer of the student is encouraged to attend Junior School excursions and camps to assist staff in the management of Diabetes.

ASSESSMENTS

- Where required, the College will apply in advance for special provisions for all externally set assessments (eg NAPLAN, Robert Allwell).
- It is advisable for students to check and record BGL prior to (and during if unwell) all assessments.
- Medical evidence may be required if an Application for Sickness/Misadventure is necessary.
- The students BGL should be >4.0 mmol/L or <15.0 mmol/L prior to commencing any assessment.
- The student's Diabetes Kit with their blood glucose meter, hypo food and drinking water should be available in the assessment setting.
- If the student uses Continuous Glucose Monitoring (CGM) they are required to have access to the BGL readings on the relevant smart device (phone or smart watch) in the exam setting.

CAMPS/TOURS

It is important to adequately plan for school camps and tours as Diabetes management is complex and multiple factors need to be considered.

The following should be considered:

- Parents/carers need to be informed of any school camps/tours at the beginning of the year.
- If possible, the parent/carer should have the opportunity to attend the camp/tour to supervise and manage their child.
- If no parent/carer is attending the camp/tour then a separate and specific Diabetes Camp Management Plan is required to be completed by the parent/caregiver, College Nurse, Teacher responsible for the camp/tour and submitted to the relevant Head of School with the Risk Assessment prior to camp/tour approval.
- The student's Treating Medical Team may assist in preparing the Diabetes Camp Management Plan and must be submitted to the College Nurse at least 6 weeks prior to the camp/tour.
- Students attending the camp/tour without a supervising parent/carer are required to be aware of and to follow their Diabetes Camp Management Plan.
- Parents/carers may need to be provided with a copy of the camp menu and activity schedule for preparation of this plan.
- At least 2 nominated adults attending the camp should have a general understanding of Type 1 Diabetes and the support that the student requires to manage their condition for the duration of the camp/tour.

- Supervising Teachers will need to discuss any training requirements at least 4 weeks before the camp/tour with the College Nurse and the student's parents/carers.
- If the camp/tour location is more than 30 minutes from a reliable ambulance service, the College Nurse will discuss with supervising Teachers attending the camp/tour the need for emergency management of hypoglycaemia and GlucaGen injection training at least 4 weeks before the camp/tour.
- If the student requires College staff to either administer or supervise insulin injections when on the camp/tour, College staff attending should discuss the need for training at least 4 weeks before the camp/tour with the student's Treating Medical Team, parent/carer or College Nurse.
- The final approval for a student attending the camp/tour without a supervising parent/carer remains at the discretion of the Headmaster after considering the Risk Assessment provided by the relevant Head of School, College Nurse and Teacher responsible.

EXCURSIONS

It is important to plan in advance for extra-curricular activities and consider the following:

- If possible, the parent/carer should have the opportunity to attend the excursion to supervise and manage their child.
- Diabetes care is carried out as usual during excursions by following the student's Diabetes Management Plan.
- Staff/parents/carers to discuss care with the College Nurse well in advance and submit the plan as part of the relevant Risk Assessment to the relevant Head of School for approval.
- Ensure the student's Diabetes Kit with blood glucose meter, blood glucose strips, blood ketone strips, hypo treatment, activity food is always with the student or supervising Teacher on the excursion.
- The supervising Teacher is required to have the student's Diabetes Management Plan whilst on the excursion.
- Permission may be required to eat on the bus in the event of a low BGL – inform Bus Company in advance.
- Additional supervision will be required for swimming and other sporting activities (especially for younger students) and needs to be considered if no supervising parent/carer attending.

RESOURCES

Resources are available on the Diabetes Australia website:

<https://www.diabetesaustralia.com.au/living-with-diabetes/school/>

Plans available in the Information in your state or territory/Queensland section:

Type 1 Diabetes Plans:

Multiple Daily Injections & CGM FGM Plan

Insulin Pump & CGM FGM Plan

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