

## Injectable Diabetes Medication Administration

As an NDIS provider, Life Without Barriers (LWB) must comply with the NDIS Practice Standards and Quality Indicators to deliver high quality and safe High Intensity Daily Personal Activities (HIDPA) support. In addition, trainers should use the [High Intensity Support Skills Descriptors](#) to ensure the training they offer equips LWB staff with the skills and knowledge expected to provide high intensity supports.

To support this, on the next page is a table to guide Appropriately Qualified Health Practitioners (AQHP) in the training requirements regarding the provision of Injectable Diabetes Medication Administration using a disposable Injector Pen.

When training LWB staff in injectable diabetes medication administration, please include ALL the essential elements relevant to the person's plan and support task.

You will be asked to complete an endorsement following training to confirm the following:

- you have accessed the NDIS LWB 5647 HIDPA Administration of Diabetes Medication with Injector Pen – Training Essentials (this document)
- you have accessed the relevant LWB HIDPA Support Procedure
- names of staff member/s you trained in the person's plan and support task
- that the staff member/s were assessed as competent and effectively demonstrated skills, knowledge and understanding associated with the plan, or whether further training is required.

If you have any additional questions regarding the training and requirements of our staff, please contact our Professional Learning Team at [LearningDMH@lwb.org.au](mailto:LearningDMH@lwb.org.au).

Thank you for working in partnership with LWB to maintain the safety and wellbeing of the people we support, and for assisting us in complying with the [NDIS Practice Standards and Quality Indicators](#) related to the provision of Insulin Administration using a Disposable Pen.

| <b>Essential Training Element</b>  | <b>Training Outcome</b><br>LWB staff members will practically demonstrate:  |
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| <b>Understands the process of Diabetes Medication Administration, the purpose and complications associated with the procedures</b> | Basic knowledge of Type 1 or Type 2 diabetes and factors which affect BGLs  |
|  | An understanding of different types and purpose of diabetes medication.<br>Methods of managing insulin types, including insulin types and timing of administration                                  |
|  | Understanding the relationship between glucose levels, nutrition, physical activity, weight, stress, and diabetes.  |
|  | Common health-related risks and complications associated with diabetes including reduced ability to heal from cuts or wounds, changes in behaviour, weight fluctuation, and deteriorating eyesight. |
|  | An explanation of the need for rotation of the administration site and why this is undertaken   |
|  | An understanding of person’s Diabetes Management Plan and medication administration requirements  |
|  | Understands the risks associated with incorrect dosage and how to respond.  |
| <b>Emergency Response</b>  | An understanding of when to stop the procedure and what action to take.   |
|  | How to respond to hypoglycemia and hyperglycemia.   |
|  | How to respond to Keto acidosis in Type 1 diabetes.   |

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| <b>Administer Insulin as per the person's plan</b>   | How to check the person's Diabetes Management Plan  |
|  | How to check the person's BGL recording chart, previous injection site and medication chart   |
|  | How to gather and prepare the equipment   |
|  | How to check the medication expiry date   |
|  | How to mix medication by rolling and rocking the pen back and forth   |
|  | Attach the needle tip to the cartridge holder and pull off the outer and inner cap. Discards the inner cap.   |
|  | How to prime the needle   |
|  | How to check area for any wounds or bruising  |
|  | How to select and prepare the injection site  |
|  | How to dial up the correct dosage and double-check the dosage before injecting  |
|  | How to gently pinch the skin upwards with one hand and inject at a 90-degree angle  |
|  | How to hold the pen in place and count slowly to 10 seconds before withdrawing  |
|  | How to place the outer cap back over the needle and twist anticlockwise to detach the needle from the pen and dispose of the needle tip in a sharps container |
|  | How to return the Injector Pen to a storage case or pouch   |
|  | How to safely detach and dispose of the needle tip.   |
| How to record and sign the dose of medication administered on the Medication Chart and document the injection site |   |
| How to provide the person with a meal as per their Diabetes Management Plan  |   |
| <b>Shows respect for the individual and</b>  | Ensuring support practice respects the person throughout the process  |

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| <b>works with them to make the process comfortable</b> | An explanation to the person of each step to be taken and seek their consent before performing any tasks                             |
|  | Actively involving the person in their support, as outlined in their plan, and to their chosen level                                 |
|  | Assisting the person into the correct position for the procedure and reassuring them throughout the process                          |
| <b>Health, Safety and Environment</b>                  | Hygiene and infection control procedures. For example, they wash their hands and put on appropriate PPE before commencing activities |
|  | How to clean and dispose of all equipment and waste appropriately  |
|  | Appropriate and accurate documentation, and when the procedure is completed  |