



# Diabetes Guidance

Date: March 2026

Review: March 2029

(or sooner if a change in legislation necessitates a review)

**Staff will be made aware of students who have diabetes via:**

- The student's Medical Profile on Arbor, this information will be pinned at the top of their Student Profile.
- The Exceptional Medical Conditions Register; found in Staff Hub - All Staff – Health Information - 1 Medical Registers, or via the link in the Staff Bulletin.
- Annual awareness training.
- Newly diagnosed students will have their medical information circulated to appropriate staff via email.
- Diabetes Card can be carried by students if they wish.

**Day-to-day management**

- An Individual Health Care Plan (IHCP) will be devised for each student with diabetes by their Paediatric Diabetes Specialist Nurse (PDSN) in liaison with parents/carers and the School Nurse.
- Parents/carers are requested to provide 'back-up' equipment, insulin and a Hypo kit which will be stored in an easily accessible place in the Medical Room.
- A spreadsheet record of all medications stored in school will be maintained. This will be checked regularly by the Medical Team and parents/carers reminded to replace any insulin/equipment that is due to expire.
- *Form A: Parental-School Agreement for the administration of medicines in School* will be completed by parent/carer.
- Students with diabetes are allowed to use their mobile phones for medical reasons and will carry a Concession Card for this purpose.
- Whilst in school students with diabetes are encouraged to monitor their blood glucose level (BGL) via their sensor and phone app or insulin pump whenever they feel it is necessary and take appropriate action as required. This can be carried out in the classroom, Medical Room or designated area as per each student's preference in agreement with parents/carers and PDSN.
- Students with diabetes must be allowed to attend the Medical Room immediately on request and should always be accompanied by another student; if staff have any concerns the Medical Team should be called to attend instead.
- Students with diabetes may leave period 2 and/or 3 a few minutes early to attend the Medical Room and avoid the canteen queue if required.

**All students should follow their IHCP regarding management of their diabetes, and:**

- Check their BGL, calculate carbohydrates to be eaten and inject/bolus the insulin dose calculated by their phone app/pump before they eat/drink. The venue for this is usually the Medical Room on a daily basis, but may vary if previously agreed with the student, parent/carer and PDSN.

- Safely store any used needles, not able to be immediately disposed of in the Medical Room sharps bin, inside their equipment case, inside their school bag. These should be disposed of at home or in the sharps bin as soon as practical.
- Seek assistance/attend the Medical Room if feeling unwell and BGL <4mmol/L (Hypoglycaemic) or > 14mmol/L (Hyperglycaemic). If previously agreed by parents/carers and PDSN, students may self-manage a hypo if they feel confident to do so but should advise the Medical Team as soon as practical.
- Carry a hypo kit.
- Check BGL prior to PE as deemed necessary by parents/carers and PDSN.
- Take mobile phone and hypo kit to PE.

### **Day Trips**

- The Arbor Contact and Health Information Sheet for each trip and IHCP will document the medical information for those students who have diabetes
- A 1:1 meeting regarding the student's needs will occur between the Trip Leader/First Aider on the trip and the Medical Team, in consultation with parents/carers/health professionals as required, prior to the trip.
- Relevant documentation, medication and a Hypo kit will be taken on the trip.
- Students will be asked to check they have all their required medication and medical equipment with them just prior to going on the trip.
- Whilst on the trip staff will check in and give support as per each student's identified needs

### **Residential Trips**

- A meeting between parents/carers, school staff, student and PDSN will occur in good time prior to the trip to plan diabetes management and provide extra training for staff.
- Additional supplies of insulin and equipment will be taken, along with all appropriate documentation.

### **Exams**

- Students will preferably sit their exams in the Library, Invigilators will be made aware of their needs via written instructions from the Medical Team.
- Students will be allowed to take their mobile phone into the exam room on silent; they should be seated where they can easily place it on a surface/table next to them and be allowed to refer to it as needed to monitor their BGL.
- The clock will be paused for any treatment needed for hypo or hyper levels; students are encouraged to wait 20-30 minutes after a hypo resolves before resuming.
- A Hypo Kit will be kept in a designated place in the exam room; students have the choice to treat the hypo in the exam room or attend the Medical Room.

### **Training**

- Staff will be given annual awareness training about diabetes.
- Additional 1:1 training will be given prior to a trip regarding each student's individual needs and management plan.

### **This Guidance is linked to the following school policies:**

- First Aid Policy
- Management of Medicines in School Policy
- Supporting Students with Medical Conditions Policy

### **Links**

- *Supporting pupils at school with medical conditions.* DfE. Dec 2015 [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf)

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