



Diabetes Guidance

Date: November 2018

Review: November 2021
(or sooner if a change in legislation necessitates a review)

Reviewer: W Prince/S Whelan

- Staff will be made aware of students who have diabetes via:
 - SIMS
 - The Confidential Medical Information document
 - The Confidential Exceptional Medical Information document
 - Student's photos and diagnosis displayed in the staffroom
 - Newly diagnosed students will have the information circulated via email, Staff Bulletin and the Monthly Health Update
 - Diabetic Card carried by students

- An Individual Health Care Plan will be devised for each student with diabetes in liaison with parents/guardians and their Paediatric Diabetes Specialist Nurse (PDSN).
- Parents/Guardians are requested to provide 'back-up' equipment and a hypo kit which will be stored in an easily accessible place in the Medical Room.
- A spread sheet of all medication stored in school will be maintained. This will be checked regularly by the School Nurse/School Nurse Assistant and parents reminded to replace any medication that is due to expire.
- Whilst in school students with diabetes are encouraged to test their blood glucose level (**BGL**) whenever they feel it necessary and take the appropriate action afterwards. This procedure can be carried out in the classroom, medical room or designated area as per each student's preference in agreement with parents and PDSN.
- Students with diabetes must be allowed to attend the Medical Room on request, they should always be accompanied by another student. If staff have any concerns the School Nurse or School Nurse Assistant should be called to attend.
- Students with diabetes are allowed to leave period 6 a few minutes early to attend the Medical Room or to jump to the front of the canteen queue and attend to BGL/insulin injection etc.

- All students should:
 - Test BGL, calculate carbohydrates to be eaten and inject insulin dose as calculated by their glucometer each time they eat/drink. The venue for this will vary as per prior arrangement with student and parent/guardian.
 - Safely store in their diabetes case, inside their bag, any needles not able to be immediately disposed of in the Medical Room sharps bin and then dispose of them in the sharps bin as soon as is practical.
 - As a minimum; be in contact with the School Nurse/Assistant at least daily to document and discuss their BGL, diet, carb calculation and insulin injected that day.
 - Seek assistance/attend Medical Room if feeling unwell and/or BGL <4mmol/L (Hypoglycaemic) or > 14mmol/L (Hyperglycaemic). If previously agreed by

Parents/Guardians and PDSN students may self-manage a hypo if they feel confident to do so.

- Carry a hypo kit.
- Test BGL prior to PE if deemed necessary by Parents/guardians and PDSN
- Take glucometer and hypo kit to PE

Trips

- The Contact and Health Information Sheet for each trip will identify those students who have diabetes.
- For day trips a 1:1 meeting regarding the individual student will occur between the Trip Leader and/or staff member responsible for care and the School Nurse in consultation with parents/guardians as required
- Relevant documentation will be taken on the trip.
- A Hypo kit will be taken on all trips
- Students will be asked to show their glucometer and insulin pen/pump just prior to going on the trip.
- Students will record BGL, diet, carb calculation and insulin injected throughout the day

In addition for Residential Trips

- A meeting between Parents, School staff, student and PDSN will occur in good time prior to the trip to plan diabetes management and provide extra training as necessary for staff.
- A back-up supply of insulin and equipment will be taken.

Training

- All staff will be given annual awareness training on diabetes.
- All First Aiders will be given additional training on diabetes management.
- Additional 1:1 training re individual students as required.

Approved by Audit and Finance Committee

Signed Date