



1) POLICY STATEMENT

- Stowe School is an inclusive community that aims to support pupils with diabetes, ensuring they participate fully in all aspects of school life.
- Stowe School recognises that diabetes is a long-term medical condition where the amount of glucose in the blood is too high because the body is unable to use it properly.
- Stowe School is aware that diabetic pupils need immediate access to their medicine, monitoring devices and hypo packs always and therefore appropriate steps are taken to ensure easy access to these items.
- All staff are aware of what to do if a diabetic pupil becomes unwell.
- Stowe Staff understand that pupils with diabetes may be embarrassed about their condition and may suffer bullying because of it. Procedures are in place to prevent this.
- Staff will work in partnership with other stakeholders, such as medical professionals, parents, pupils, etc to ensure this policy is planned, implemented and maintained successfully.

2) DIABETES MEDICATION

2.1 Storage

Stowe School has a comprehensive *Administration of Medicines Policy* which covers all aspects of medicine storage, administration and monitoring and should be read in conjunction with this policy.

It may be necessary for insulin to be stored in a fridge. Therefore, the school will ensure that diabetic students and staff have easy access to a controlled medical fridge specifically for this purpose and regular fridge temperature checks are made.

Pupils are advised to carry their insulin with them at all times, within appropriate storage devices.

2.2 Administration

Any oral medication is either kept with Matron in a locked cupboard as per *Stowe School Storage and Administration of Medication Policy* for the lower school, or if the pupil has

been assessed as competent by a member of the medical team and completed a self medication form the pupil can administer their own medication. 6th formers are deemed as competent without this assessment form being completed

In most cases diabetic students will administer their own medication. Any pupil who requires support with this will attend the Medical Centre

If the pupil uses an insulin pump a supply of short acting insulin will be kept in the Medical Centre and in the boarding house (if boarding) for emergency use.

Medication only to be given to person named on prescription.

2.3 Off Site

Diabetes should not prevent a pupil from going on school trips or residential. Careful planning is essential and the Trip Leader should liaise with medical centre staff prior to any trip.

Staff must ensure that they have completed a Risk Assessment before any student is taken off site. Each diabetic student should only leave the school site once the trip leader has accessed and retained a copy of their individual care plan and has checked that all control measures are in place (e.g. medications, blood glucose monitoring equipment etc)

2.4 Supplies

Pupils are advised to ensure they have adequate supplies of their medication. They need to request a repeat prescription via their Matron or directly to the Medical Centre. It is the pupil's responsibility to ensure their insulin is in date.

2.5 Sharps

Diabetic medication and monitoring necessitate the need for the use of Sharps. All sharps should be disposed of following the schools *Clinical Waste Risk Assessment*. Any incidents where this has not been followed should be immediately reported to the Health and Safety Compliance Manager.

3) RECORD KEEPING AND CARE PLANNING

When a pupil starts at Stowe School a diagnosis of diabetes is usually identified on the Health History Form which is completed by a parent/guardian prior to arrival. It is important that parents keep the school and the Medical Centre informed of any changes to the pupils' care.

All diabetic pupils will have a Doctor and House Nurse appointment within the 2 weeks of admission. They are followed up regularly by their House Nurse.

The medical officer (MO) will contact the student's parents and Specialist (Team) as soon as they are alerted to the condition (usually before admission) so that liaison and meetings can take place as soon as possible.

3.1 Care Plan

A care plan is devised and agreed, sent to parents for approval then uploaded onto iSams for school staff to access as necessary.

A hard copy is also kept in the Medical Centre.

The individual health care plan should describe the responsibility of all parties, address the pupil's specific needs and provide clear instructions for ongoing and emergency care.

It should be regularly reviewed and updated.

4) EXERCISE AND ACTIVITY

Pupils are encouraged to manage their diabetes to enable them to be involved in all school activities.

Pupils must have access to medication and hypo packs during times of activity. It is the responsibility of the activity leader to ensure that this is in place.

It is important to recognise it is potentially just as dangerous to exercise with glucose levels TOO HIGH as too low and therefore it is important that blood glucose testing is performed before and after activities and before any snack is eaten.

Staff should all know of any diabetic pupils they teach and should ensure that they have a working knowledge of their care plans.

Any member of staff can ask for diabetes training via the Medical Centre. There is now online training available via Educare which all staff can access at a time convenient to them.

5) SCHOOL ENVIRONMENT

Stowe School does all it can to ensure the school is favourable to pupils with diabetes.

The school will display first aid information on how to deal with diabetic emergencies.

6) ROLES AND RESPONSIBILITIES

Stowe School works in partnership with all relevant and interested parties including School Governors, all Staff, Parents, Pupils and the Medical Centre Staff to ensure the policy is planned, implemented and successfully maintained.

6.1 The School:

Employers have a responsibility to:

- ensure the health and safety of their employees and anyone else taking part in school activities. This responsibility extends to those staff leading activities off site e.g. field trips, outings, etc. Therefore, employers need to ensure an appropriate diabetes policy is in place and trips are adequately risk assessed.
- develop, implement and monitor a Diabetes policy.
- provide indemnity for teachers who volunteer to administer medicines to pupils with diabetes who need help.
- Offer training and support via the School's Medical Centre.

6.2 School Staff

All school staff has a responsibility to:

- Understand Stowe School Diabetes Policy.
- To attend a First Aid Training Course.
- To attend Diabetes Information Training provided by Medical Centre or online education via Educare.
- Know which pupils they encounter have Diabetes.
- Know what to do should a diabetic student become unwell.
- Allow pupils with diabetes immediate access to their required medication/treatment.
- Inform Medical Centre immediately if a pupil is unwell.
- Ensure diabetic pupils have their medication/treatment with them.
- Allow pupils who have been unwell time to catch up on missed work.

- Advise a pupil to seek advice from Medical Centre if symptoms cause tiredness or interfere with their work.
- Look out and report any episodes of bullying.
- Liaise with Medical Centre and House if a pupil is falling behind on work due to becoming unwell.

6.3 Medical Professionals

The Medical Professionals have a responsibility to:

- Monitor, treat and educate.
- Develop/update/review individual diabetes care plans and share with parents, pupil and school staff via the iSams system.
- To devise/update as necessary the school Diabetes Policy (Senior Nurses). This process is overseen by the Medical Officer and is in line with local and national guidance.
- Offer training to staff as required, to ensure all educational needs are met.
- Provide medical assistance.
- Ensure pupils with diabetes know when they need to seek medical help with managing their condition.
- To conduct regular medication reviews (Medical Officer/House Nurse).
- To see all new pupils with Diabetes within the first half term of school (Medical Officer and House Nurse).

6.4 Pupils

Pupils have a responsibility to:

- Treat other pupils with and without diabetes equally.
- Let any diabetic pupil with symptoms use their medication and ensure a member of staff is informed when the pupil is not well.
- Treat all medication with respect.
- Know how and when to take their diabetes medication.
- Ensure a member of staff and Medical Centre contacted if someone with diabetes becomes unwell.

6.5 Parents

Parents have a responsibility to:

- Inform the school if a diabetes diagnosis has been made and what medication is taken as soon as possible and with adequate information.
- Inform the Medical Centre of any changes to treatment plan or any problems with diabetes when pupil not at school.
- Update the school after any Consultant/Hospital visits.
- Give consent for the pupil to have an annual influenza vaccination.
- Ensure pupil has medication and it is in date when they return to school after holidays/breaks.

Sources of Reference:

- <https://www.diabetes.org.uk/guide-to-diabetes/your-child-and-diabetes/schools>
- <http://www.medicalconditionsatschool.org.uk/>