

# ST PIRAN'S SCHOOL

## POLICY FOR PUPILS WITH DIABETES

This Diabetes Policy has been written with advice from the Department for Education and Employment, Diabetes UK and the School Health Service. Consultation partners include School Matrons, Governors, Headmaster, Bursar, teaching and support staff, parents and relevant local health services.

### **Introduction**

St. Piran's School is an inclusive community that welcomes and supports pupils with a variety of medical conditions. This school provides all pupils with a medical condition, the same opportunities as others at school. (Diabetes UK, 2016 <https://www.diabetes.org.uk/Guide-to-diabetes/>)

St Piran's School encourages children with diabetes to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils.

The named member of school staff responsible for this Diabetes Policy and its implementation are **Matron Penny Dee and Matron Lynne Highy.**

### **Training**

This school makes sure that all staff, providing support to a diabetic pupil, have received suitable training to ensure they have both competence and confidence to provide the necessary support. In addition, it ensures that they fulfil the requirements set out in each pupil's Individual Healthcare Plan (IHP). The IHP is provided by the specialist nurse or other suitably qualified healthcare professional. The specialist nurse or other suitably qualified healthcare professional will confirm the confidence and competence of all trained staff before they can begin implementing the IHP. A training log will be kept of all completed training. All specific insulin pump training and assessment for blood glucose testing will be carried out by a member of the Paediatric Community Team from Wexham Park Hospital.

The St Piran's Matrons will provide general staff education and training on diabetes.

New teaching and non-teaching staff to the school will be trained appropriately if they are to have responsibility for a diabetic child.

### **Risk Assessments for diabetic pupils**

Risk assessments for regular school activities, school visits and other activities outside the normal routine are co-ordinated by the Head of Early Years and Head of Pre-Prep.

The staff responsible for any trips or visits will meet with the parents, specialist nurse (where appropriate) and relevant healthcare services, prior to any extended day visit, to discuss and make a plan for any extra care requirements that may be needed.

### **Individual Healthcare Plans (IHP)**

This school uses an IHP to record the support an individual pupil needs around their diabetic condition. These are provided by the specialist community diabetic team. Parents will inform matron of any changes to the IHP and, in turn, Matron will feedback relevant information to the staff caring for diabetic children.

Matron will ensure that IHPs are reviewed at least annually or more often if evidence is presented that the child's needs have changed. Each IHP should be developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social wellbeing, and minimises disruption.

The parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of, and have access to, the IHP for the pupils in their care.

### **Emergency procedures**

The school makes sure all staff understand their duty of care to children in the event of an emergency. All staff, including supply staff, must know what action to take in an emergency and receive updates at least annually.

If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.

Whilst each child carries their own medical equipment, Matrons will ensure that there are diabetic emergency response kits provided in Nursery and Reception, Matron's office, St Piran's Centre and Extended Day. It is the responsibility of those staff heading up these areas, to ensure their accessibility and to report any use or damage, to Matron.

### **Administering medication at School**

Staff at St Piran's understand the importance of medication being administered and care given, as detailed in a pupil's IHP. The school will make sure that there are appropriate numbers of staff who have been trained to administer the medication and meet the care needs of an individual child. This will include sufficient numbers of staff trained to cover absences and other situations. The governing body ensures that there is the appropriate level of insurance and liability cover in place.

Parents at St Piran's understand that they should let the school know immediately if their child's medical needs change. If a pupil misuses their medication, or anyone else's, their parent is informed as soon as possible and the school's disciplinary procedures are followed.

### **Storage of medication and equipment at school**

St Piran's Matrons ensure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in school or on off-site activities, and is not locked away.

Each pupil will provide their own medication/equipment; staff should know exactly where to access this.

Medications will be stored in their original, labelled container where possible, and in accordance with its instructions. Matrons will ensure that such medications are in date and that out of date medications are returned to the parents for disposal, or are disposed of appropriately in school. The exception to this is insulin, which will generally be supplied in an insulin injector pen or a pump, but must still be in date.

Parents are asked to collect all medications/equipment at the end of the school term and to provide new and in-date medication at the start of each term.

This school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

### **Record keeping.**

New parents to the school are asked to complete a medical questionnaire when their child starts at St Piran's. Each subsequent year, and when any changes occur, parents are expected to update this information.

All pupil records and IHPs, including those for diabetic children, will be stored in Matron's office. An accurate record of all medication administered, including the dose, time, date and supervising staff, is kept.

### **School environment**

This school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.

This school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

This school understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.

This school makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.

Pupils with diabetes must be allowed to eat regularly during the day. This may include eating snacks during class time or prior to exercise.

The school catering department is responsible for informing parents of weekly menus and updating any changes.

### **Roles and Responsibilities**

Supporting a child with a medical condition, especially diabetes, during school hours is not the sole responsibility of one person. The school's ability to provide effective support will depend to an appreciable extent on working co-operatively with other agencies; partnership working between school staff, healthcare professionals and, where appropriate, social care professionals, local authorities, and parents and pupils will be critical.

**Mrs Penny Dee, SRN and Mrs Lynne Highy, SRN  
St Piran's Matrons**

Reviewed: May 2016

Review Date: May 2017