

Our Lady and St Joseph School

Diabetes

Date	Review Date	Coordinator	Nominated Governor
01/09/2018	01/09/2021	Catriona Campbell (Medical Team)	Chair

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Health and Safety at Work, etc Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Schools Standards and Framework Act 1998
- Education (School Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Special Educational Needs and Disability Act 2001
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Equality Act 2010
- School Premises (England) Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

The following organisations are also related to this policy:

- www.diabetes.org.uk
- www.nhs.uk

We are aware that diabetes is a condition where the level of glucose in the blood rises which is either due to the lack of insulin (Type 1 diabetes) or because there is insufficient insulin for the child's needs or the insulin is not working properly (Type 2 diabetes).

We understand that people with Type 1 diabetes need to have daily insulin injections to monitor their blood glucose level and to eat regularly according to their personal dietary plan while Type 2 diabetics are usually treated by diet, medication and exercise alone.

Type 1 diabetes can develop at any age, but usually appears before the age of 40. While Type 2 diabetes is largely caused by poor lifestyle.

We strongly advise parents of children with diabetes not to miss annual or periodic health checks when blood sugar levels are checked and to assess whether the condition is being managed properly. With children over the age of 12 the annual health checks include measures of growth, blood pressure, kidney function, cholesterol, eye screening and a foot examination.

We have a duty to provide suitable awareness training for school personnel by an appropriate health professional that will also show the procedures that need to be followed when a diabetic person suffers a hypoglycaemic reaction (a hypo).

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However, we acknowledge that under the standard terms and conditions for the employment of teachers there is no legal duty for school personnel to administer or to supervise a child taking medication.

Administration of medicines by any member of the school personnel is undertaken purely on a voluntary basis and individual decisions will be respected. However, appropriate training will be provided before any member of the school personnel who has volunteered and accepted this role to be familiar with all administration of medication procedures.

Medicines will only be administered that have been prescribed by a doctor or some other authorised person and where it would be detrimental to a child's health if the medicine were not administered during the day. (See Administering Medicines policy)

School personnel need to be aware that diabetics may experience different symptoms and therefore it is essential that an individual health care plan is in place for each diabetic person. Parents and the Headteacher will be involved in drawing up this plan with the appropriate school personnel being aware of its contents. Health care plans must be in place for all diabetic pupils and diabetic adults in the school.

We ensure all school personnel and supply teachers:

- are trained in first aid;
- will attend periodic first aid refresher training;
- are trained in how to administer medication in the case of a severe allergic reaction;
- are familiar with the Individual Health Care Plans of pupils in their care;
- know what to do in an emergency;
- are aware that allergy management strategies are incorporated into risk assessments for all school events, educational visits and sporting events.

We work hard to have in place and to maintain a system that ensures all medical care plans are kept up to date and are available at all times to school personnel who may need them in an emergency. It is vital that all medical care plans clearly indicate whether a pupil needs emergency medication such as asthma inhalers or epipens.

Those members of the school personnel who have volunteered to administer or supervise the taking of medication attend regular refresher training and are up to date with the medical care plans for those pupils with specific medical needs or emergency medication.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

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We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To have in place individual health care plans for pupils and school personnel who are diabetics.
- To have in place procedures to deal with hypoglycaemic reactions.
- To provide suitable training for school personnel from an appropriate health professional.
- To make pupils aware of diabetes and its effects on people.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be the Coordinator for Health and Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in:
 - determining this policy with the Governing Body;
 - discussing improvements to this policy during the school year;
 - organising surveys to gauge the thoughts of all pupils;
 - reviewing the effectiveness of this policy with the Governing Body.
- nominated a link governor to:
 - visit the school regularly;
 - work closely with the Headteacher and the coordinator;
 - ensure this policy and other linked policies are up to date;
 - ensure that everyone connected with the school is aware of this policy;
 - attend training related to this policy;
 - report to the Governing Body every term;

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- annually report to the Governing Body on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ask for volunteers to supervise pupils who are diabetics;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- have in place appropriate training for school personnel;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy.

Role of the Health and Safety Coordinator

The coordinator will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy.

Role of the Designated Person/s

Members of the school personnel who have volunteered to administer or supervise the taking of medication will:

- undertake appropriate training;
- be up to date with the Individual Health Care Plans for those pupils with specific medical needs or emergency medication such as asthma inhalers or epipens.

Role of School Personnel

School personnel will:

- comply with all the afore mentioned aspects of this policy;
- be asked to volunteer as first aiders;
- attend appropriate awareness training;
- be made aware of a child's individual health care plan
- implement the school's equalities policy and schemes;

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- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

Role of Parents

Parents will:

- be made aware of this policy;
- take part in drawing up their child's health care plan;
- provide written permission by completing the Medication Consent Form;
- provide sufficient medical information on their child's medical condition;
- provide the medication in its original container;
- provide sufficient medicine for the dosage to be given in school;
- ensure that the children attend annual or periodic diabetic health checks;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- be aware that some pupils may be diabetic and will learn about diabetes and its effects on people;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys.

Health Care Plans

Health Care Plans will clearly outline the procedures for the designated person(s) to follow for each diabetic person and what needs to be done in the case of an emergency.

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training related to this policy on induction which specifically covers:
 - All aspects of this policy
 - Information about diabetes
 - Administering medication related to diabetes
 - Safe use and storage of medications
 - Dealing with emergencies related to diabetes

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- Administering Medicines
- Medical and First Aid
- Sharps and Needles
- Pastoral Care
- Equal opportunities
- Inclusion

- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Linked Policies

- Administering Medicines
- Food and Fitness

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- Health and Safety
- Medical and First Aid
- Pastoral Care
- Risk Assessment
- Sharps and Needles

See Appendices Documents section on Policies for Schools Website

- Frequency of Policy Monitoring
- Monitoring Implementation and Policy Effectiveness Action Plan
- Initial Equality Impact Assessment
- Policy Evaluation
- Policy Approval Form

Headteacher:	Sean Flood	Date:	September 2018
Chair of Governing Body:	Derek Vitali	Date:	September 2018