

**Diabetes**

<b>Date</b>	<b>Review Date</b>	<b>Coordinator</b>	<b>Nominated Governor</b>
<b>10/06/2014</b>	<b>10/06/2015</b>	<b>Catriona Campbell</b>	<b>Derek Vitai</b>

We believe this policy relates 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](http://www.diabetes.org.uk)
- [www.nhs.uk](http://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 and exercise alone.

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).

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.

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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 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.

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.

### **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;

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- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- 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;
- annually report to the Governing Body on the success and development of this policy

### **Role of the Nominated Governor**

The Nominated Governor will:

- 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;
- 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;

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- 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;
- 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;
- 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

### **Role of the School Council**

The School Council will be involved in:

- determining this policy with the Governing Body;
- discussing improvements to this policy during the school year;

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- organising surveys to gauge the thoughts of all pupils;
- reviewing the effectiveness of this policy with the Governing Body

### **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:
  - information about diabetes
  - administering medication related to diabetes
  - safe use and storage of medications
  - dealing with emergencies related to diabetes
- 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 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. (See Policy Evaluation)

## Linked Policies

▪ Health & Safety	▪ Health & Safety - Responsibilities	▪ Risk Assessment
▪ Food & Fitness	▪ Medical & First Aid	▪ Sharps and Needles
▪ Administering Medicines	▪	▪

<b>Headteacher:</b>		<b>Date:</b>	
<b>Chair of Governing Body:</b>		<b>Date:</b>	