

# Policy:

## Diabetes Management

### 1. Introduction

At Thames British School, we are committed to maintaining a safe, inclusive, and supportive environment where all students, staff, and visitors feel valued and protected. Effective incident reporting and management are essential to upholding these values and ensuring that every member of our community can thrive.

This policy outlines the mechanisms for reporting, documenting, and managing non-safeguarding incidents. It aligns with our commitment to excellence and transparency, as expressed in our guiding principles:

**At Thames British School Warsaw, we c | a | r | e**

Our Principles:

We care:

- that every one of our students reaches their full potential, academically, socially and emotionally;
- that every student is safe and feels safe at school, and this means we are all responsible all of the time;
- that communication and our choice of language is inclusive and respectful;
- about our behaviour and what it may communicate to others. We conduct ourselves in an ethical manner and with integrity at all times;
- about our communities culture, behave in a manner that fosters our values and insist that all members of our community do the same; and
- about learning first and foremost. Teachers are considered facilitators of learning and models for our community and its culture.

**Our values:**

<b>c</b>	<b>Collaborative &amp; Compassionate</b>	We work together when needed to get the job done. We value the work of others, are compassionate, and recognise that success is mutually beneficial
<b>a</b>	<b>Authentic</b>	We are real, genuine and honest. We are true to ourselves and our community and represent our-selves as such with integrity
<b>r</b>	<b>Responsible &amp; Resilient</b>	We have an obligation to reach our potential and fight to do so. We are accountable for our actions and utterances, and demonstrate respect for others needs and our environment. We don't give up.
<b>e</b>	<b>Enlightened</b>	We act on evidence, are factually well-informed, tolerant of alternative opinions, and guided by rational thought.

## 2. Aim

This Diabetes Management Policy aims to ensure that Thames British School supports students with diabetes effectively and inclusively, promoting a safe, healthy, and enriching environment for all students.

This policy determines procedures to manage hypoglycemic reactions effectively, and ensures that appropriate health professionals will provide suitable training for school personnel. Additionally, health and safety measures will be implemented to raise awareness among students about diabetes and its effects. The school will ensure full compliance with all relevant legislation related to this policy.

## 3. Statement of intent

Thames British School is an inclusive community that aims to support students with diabetes, ensuring they participate fully in all aspects of school life. This policy will be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school.

Thames British School is aware that diabetic students need immediate access to their medicine, monitoring devices and hypo packs at all times and therefore appropriate steps have been taken to ensure easy access to these items. Our staff understand that students 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, students, etc to ensure this policy is planned, implemented and maintained successfully.

The school will work closely with parents of a student diagnosed with diabetes in order to establish an effective support plan. Medicines will be administered by school nurses, and according to the individual medical documentation for each diabetic student which will be drawn up in cooperation with their parents. It is permissible that, with their parents' consent, students self-administer insulin when required.

#### **4. Scope**

This policy is applicable to all students and staff remaining safe while on school premises or attending any outside school event.

#### **5. Unique definitions**

**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.

**Hypoglycemia:** is a fall in the amount of glucose in the blood to levels below normal

#### **6. Process and practice**

##### **6.1 Storage and administration**

- Thames British School has a comprehensive Administering Medicine Policy which covers all aspects of medicine storage, administration and monitoring and should be read in conjunction with this policy.
- Students are advised to carry their insulin with them at all times, within appropriate storage devices.

##### **6.2 Off Site**

- Diabetes should not prevent a student from going on school trips. Careful planning is essential and the trip leader should liaise with the students' parents and school nurse 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 familiarised themselves with the students' medical condition and checked that all control measures are in place (e.g. medications, blood glucose monitoring equipment etc).

##### **6.3 Supplies**

- Parents are advised to ensure their children have adequate supplies of their medication.

- It is the parents responsibility to ensure their child's insulin is in-date, and the school nurse has the responsibility to check again that date before the medicine is applied..

## 6.4 Record Keeping

- It is important that parents keep the school informed of their child's medical condition at the time of enrollment and of any changes to the student's condition and care.
- The admission team will contact the student's parents as soon as they are alerted to the condition (i.e.: pre admission) so that liaison and meetings can take place as soon as possible.

## 7. Associated forms and documents

**Parent's Consent For Administering Medicine To a Student With a Chronic Condition** is an appendix to Administering Medicine Policy. The form can be also found in a shared Google drive (Thames HUB).

## 8. Responsibilities

### 8.1 School nurse

The nurse has a responsibility to:

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

### 8.2 Head of School

- Work in conjunction with the SLT to ensure all school personnel, students and parents are aware of and comply with this policy.
- Have a list of students with diabetes and ensure that there is an existing and updated medical documentation for them.
- Maintain and review this policy regularly.
- Create a safe and inclusive school environment for students with diabetes.

### **8.3 Staff**

- Attend appropriate awareness training.
- Be made aware of a child's individual health care plan.
- Know how to recognise signs of hypoglycemia and hyperglycemia and act accordingly.
- When necessary, supervise students in blood glucose testing and insulin administration.
- Be asked to volunteer as first aiders.
- Comply with all the aforementioned aspects of this policy.
- Report and deal with all incidents of discrimination.

### **8.4 Parents**

- Inform the school of their child's diabetes diagnosis.
- Keep the school updated on changes in the student's condition, treatment, or contact details.
- Be made aware of this policy.
- Take part in drawing up their child's health care plan.
- Supply necessary medication, equipment, and snacks.
- Ensure supplies are well-stocked, functional, and within expiry dates.
- Provide written permission by completing the Medication Consent Form.
- Provide the medication in its original container.
- Ensure that the children attend periodic diabetic health checks.
- Ensure the student has their medication with them and that it is within the date when they return to school after holidays/breaks.

### **8.5 Students**

- Participate in managing their diabetes as independently as appropriate for their age.
- Carry glucose monitoring kits, insulin, snacks, or hypo treatments, as needed.
- Report any symptoms of high/low blood sugar to staff promptly.

## **9. Procedures for Managing Diabetes at School**

### **9.1 Blood Glucose Monitoring**

- Students should monitor their blood glucose levels.
- Nurse or staff may supervise or assist younger students as needed.
- A private space will be provided for testing if requested.

### **9.2 Insulin Administration**

- Students requiring insulin during school hours may self-administer or request assistance.
- Insulin and other diabetes supplies must be stored securely but remain easily accessible.

### 9.3 Hypoglycemia Management (Low Blood Sugar)

- **Symptoms:** Shakiness, sweating, confusion, dizziness, irritability, or fatigue.
- **Immediate Actions:**
  1. Give fast-acting sugar (e.g., glucose tablets, juice).
  2. Recheck blood sugar after 10-15 minutes.
  3. Repeat treatment if needed until levels stabilise.
- Ensure **follow-up with a snack** containing carbohydrates and protein.
- **Call emergency services if the student becomes unconscious or does not respond**, and notify the student's parents immediately.

### 9.4 Hyperglycemia Management (High Blood Sugar)

- **Symptoms:** Excessive thirst, frequent urination, headache, nausea, or blurred vision.
- **Immediate Actions:**
  1. Allow the student to drink water and access a restroom under reasonable supervision.
  2. Ensure the student checks blood glucose levels and administers insulin as per the medical documentation submitted to school.
  3. Monitor symptoms closely.
- **Call emergency services if symptoms worsen**, and notify the student's parents immediately.

### 9.5 Food and Nutrition

- Students must have access to snacks and meals according to their dietary requirements.
- Staff should ensure younger students eat meals and snacks as per their medical documentation.

### 9.6 School Trips and Activities

- Prior to trips, staff must:
  - Review the student's medical documentation.
  - Ensure the students have their diabetes supplies, snacks, and medications.
  - Assign a trained staff member to supervise the student.
- Students should not be excluded from trips or activities because of their diabetes.

### 9.7 Physical Activity

- Exercise is encouraged but requires planning. Staff should:
  - Be aware of the student's medical condition and precautions regarding activity and glucose monitoring.
  - Ensure glucose supplies and snacks are accessible during exercise.
  - Watch for symptoms of hypoglycemia before, during, and after physical activity.

## **10. Emergency Procedures**

- In case of severe hypoglycemia (unconsciousness or seizures) or hyperglycemia, call emergency services immediately.
- Parents/guardians must be contacted promptly.

## **11. Monitoring and Review**

- This policy will be reviewed annually to ensure its effectiveness.
- The school will continue working with families, healthcare providers, and students to improve its diabetes management strategies.

## **12. Related Policies**

- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Administering Medicines
- School Trips and Visits Policy

Appendix No.1

## PARENT'S CONSENT FOR ADMINISTERING MEDICINE TO A STUDENT WITH AN ONGOING CONDITION

**Student's Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Class/Grade:** \_\_\_\_\_

### To be completed by the parent or guardian:

As the parent/guardian of the above-named student, I hereby give my consent for the administration of the prescribed medication to my child during school hours. I confirm that the medication is necessary for my child's health and well-being, and I understand the responsibilities and processes involved in administering this medication.

### Medication Details:

- **Name of Medication:** \_\_\_\_\_
- **Dosage and Strength:** \_\_\_\_\_
- **Administration Instructions:** \_\_\_\_\_
- **Times to be Administered:** \_\_\_\_\_
- **Start Date:** \_\_\_\_\_
- **End Date (if applicable):** \_\_\_\_\_

### Emergency Information:

- **Possible Side Effects:** \_\_\_\_\_
- **Emergency Contact Name:** \_\_\_\_\_
- **Emergency Contact Number:** \_\_\_\_\_

### Parental/Guardian Agreement:

1. I understand that the school will ensure that the medication is administered as per the instructions provided above.
2. I acknowledge that the school nurse may contact me in case of any questions or concerns regarding the administration of the medication.
3. I agree to notify the school promptly of any changes to the prescribed medication or the administration instructions.
4. I understand that the school will take all reasonable precautions to administer the medication safely, but I release the school, its staff, and agents from any liability resulting from the administration of this medication.
5. I will provide the school with the medication in its original packaging, clearly labelled with my child's name, medication name, dosage, timing storage and administration instructions.

**Parent/Guardian Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_