

Diabetes Policy

September 2026

Ponteland Primary School Diabetes Policy

Rationale

This policy sets out how the school will support children with diabetes to ensure their safety, inclusion, and well-being while at school. It outlines the roles and responsibilities of staff, parents, and the wider school community in managing diabetes effectively. This policy applies to all staff, pupils, and parents/carers within the school community. It should be read in conjunction with the school's Medical Needs Policy and statutory guidance (Supporting Pupils at School with Medical Conditions, DfE).

Aims

- To provide appropriate support to children with diabetes to enable full participation in school life.
- To promote safety, health, and well-being.
- To ensure staff receive training and guidance to respond effectively to diabetes-related needs.
- To establish clear communication between home and school.

Parents/Carers Responsibilities

Parents/carers have the primary responsibility for their child's diabetes management. They must:

- Provide the school with full information about their child's condition, including medical advice and care requirements.
- Supply the school with necessary equipment, medication (e.g., insulin, blood glucose testing kit, emergency snacks, glucagon), and replacements when needed.
- Update the school promptly with any changes to the child's treatment or condition.
- Work with the school to develop and regularly review an Individual Healthcare Plan (IHP).
- Ensure their child comes into school having had breakfast and appropriate medication

- Where pupils require the use of medical devices such as blood glucose monitors, insulin pumps, continuous glucose monitoring (CGM) systems, and associated supplies during the school day, parents are responsible for ensuring that all diabetes management equipment is appropriately charged, stocked, and in working order prior to the start of the school day.
- Ensure their child attends school with suitable snacks (in line with our school's health snack policy), water bottle and a packed lunch if required.
- Ensure the carb count for lunch is communicated with staff each morning prior to the start of the school day.
- Collect their child or make arrangements if they become unwell and cannot remain in school.

School Responsibilities

The school will:

- Develop and implement an Individual Healthcare Plan (IHP) for each child with diabetes, in partnership with parents and healthcare professionals.
- Ensure staff likely to be responsible for a child with diabetes are appropriately trained and confident in:
 - Recognising symptoms of low/high blood glucose (hypoglycaemia/hyperglycaemia).
 - Supporting blood glucose testing and insulin administration (if applicable). Staff will only administer a bolus for foods eaten in school.
 - Responding to emergencies, including administering glucagon if trained.
- Provide a safe environment, allowing children immediate access to snacks, water, and medication.
- Ensure all staff are aware of the child's needs and understand their role in supporting them.
- Allow flexibility for children to check blood glucose, eat snacks, or use the toilet as needed.
- Make reasonable adjustments to enable full participation in activities, trips, and PE lessons.
- Maintain confidentiality and dignity for the child while ensuring safety.

- Keep accurate records of diabetes management in school (e.g., insulin administration, blood glucose readings, interventions).
- Agree the use of activity mode with parents/nurse as part of training.
- Liaise with parents/carers regarding concerns or significant events during the school day.

Emergency Procedures

- Staff must follow the child's IHP in the event of hypo- or hyperglycaemia.
- Emergency supplies (snacks, glucose tablets/gel, glucagon) must be kept accessible at all times.
- If the child becomes unresponsive or a severe emergency arises, staff must call 999 immediately, then inform parents/carers.

Training

- Staff supporting children with diabetes will receive training from a healthcare professional.
- Training will be refreshed regularly and updated as the child's needs change.

Lunchtime Diabetes Support Arrangements

To ensure consistent supervision, safety, and inclusion, diabetes management during lunch hall and outdoor play times is shared via a structured adult rotation.

- Staff assigned to diabetes duty wear designated RED vests at all times while on duty to remain clearly visible to pupils and other staff.
- Lunch Hall Management:
 - Designated staff verify carbohydrate values for diabetic pupils each morning and liaise with the kitchen as required.
 - Assigned staff oversee/administer required mealtime boluses, keep diabetes kits/phones monitored at designated stations, and administer hypoglycaemia treatments as necessary.

- Outdoor Yard Supervision:
 - Outdoor duty staff are known to diabetic pupils and actively monitor levels while encouraging safe independence.
 - Staff are responsible for overseeing any outdoor hypo treatments, corrections, or boluses.
- A verbal handover will be provided to the child's class teacher at the end of the lunch period where necessary.
- Daily rotation schedules and trained staff contact details are maintained and updated regularly.

Monitoring and Review

- Each child's IHP will be reviewed annually, or sooner if medical needs change.
- The policy will be reviewed by the governing body every two years.

Policy Review: September 2028