

DIABETIC PROCEDURE



# HAYDON SCHOOL

Wiltshire Lane  
Pinner  
HA5 2LX  
Tel: 020 8429 0005  
Fax: 020 8868 8213

## **PROCEDURE FOR DEALING WITH DIABETIC STUDENTS**

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## The following Steps set out the Procedure for supporting diabetic Students

### Lead Person: Welfare Officer (Vivian Vaughan)

1. Meet with parent and student prior to starting at Haydon to discuss individual care plan for student.
2. Parent/Carer to bring in insulin pens, snacks and two passport photos on the first day of school.
3. Arrange a medical photo card to be issued to the student to enable them to leave class at any time.
4. Store spare insulin in the fridge with the students name clearly marked.
5. Make up a named box in the cupboard to store snacks and drinks.
6. Speak to Assistant House Manager of student to advise them that they have a diabetic student in their house. Assistant House Manager to e-mail form tutor and subject teachers.
7. Make up individual care plan with photo for the Medical room board.
8. Put student's photo on the staff room wall to advise all staff of their diabetes.
9. Make up an individual book for recording each student's visit to the medical room. This includes date, time, blood reading and insulin given or food eaten.
10. Liaise with parents if a student is having a lot of low or high blood sugar readings.
11. Speak to the named diabetic nurse at Hillingdon Hospital (07879 418645) if concerned about a student's welfare.
12. Provide a sharps box for safe disposal of needles.

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