



Diabetes Protocols

September 2021

Diabetes Protocols

- In the interests of infection control, young people are only to be administered insulin using their own equipment which should be stored in their clearly labelled box.
- All staff supporting with this medical intervention must have completed the underpinning knowledge training annually and been signed off as competent by the Diabetic Nurse or School Health advisor. Staff are responsible to schedule these assessments date and time with the Health professionals and forward a copy of the written assessment when completed to the Director of care and Everyone Learning.
- Staff must communicate with parents/carers to ensure we have enough supplies of all necessary equipment to support the management of their child's Diabetes Plan.
- All medication and equipment that is received must be handed to the Medication support teams who will then ensure it is recorded in the inventory following MAT medication protocols.
- **If you have any concerns about a young person, you must inform parents and report your concerns to the School Health Advisor and Senior Leadership Team immediately.**

Before administering any insulin:

- Ensure you have completed the relevant training and you have read and understand the young person's Diabetes Plan and risk assessment.
- Prepare your equipment and area prior to the administration of medication.
- Please follow good practice adhering to infection control and wash your hands, ensure you are wearing the appropriate PPE.
- After use, please wash all the equipment and return it to the young person's personal box.
- Please keep the box clean at all times and wash the box thoroughly each week.
- Ensure you keep up to date documentation of all readings taken and insulin administered.
- Letters are available to send home to parents to request additional stock on site.

Please follow the advice given by the health professionals in accordance with the latest government guidance for Covid 19 around Infection Control protocols and Risk Assessments when carrying out these medical interventions - remember to use the correct PPE for each medical intervention and keep clear records documenting all the support given.



Please be aware that all guidance is subject to change dependent on the latest Covid 19 guidance from the NHS and Public Health England
Please email the Administration team if you need to contact parents.

Thank you for your ongoing support.

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