Epilepsy Policy

Debden C of E Primary Academy

Reviewed by: Matt Hawley	September	2020
Shared with staff:	September	2020
Shared with Governors:	September	2020
Review date:	September	When required

This policy has been written in line with information provided by Epilepsy Action, The Department for Education, the Local Authority, The School Health Service, the Governing Body, students and parents.

The School recognises that epilepsy is a common condition affecting children and welcomes all children with epilepsy to the school. The school supports children with epilepsy in all aspects of school life and encourages them to achieve their full potential. This will be done by having a policy in place that is developed in conjunction with specialists and understood by all school staff. The school will ensure that all relevant staff receive training about epilepsy and administration of emergency medicines. All new staff and supply staff will also receive appropriate training as required.

WHAT TO DO WHEN A CHILD WITH EPILEPSY JOINS DEBDEN C OF E PRIMARY SCHOOL

When a child with epilepsy joins the school, or a current pupil is diagnosed with the condition, the Headteacher will arrange a meeting with the pupil and parents to establish how the pupil's epilepsy may affect their school life. This should include the implications for learning, playing and social development, and extra-curricular activities. Any special arrangements the child may require such as extra time in examinations will also be discussed. With the pupil and parent's permission, epilepsy will be addressed as a whole-school issue through assemblies and in the teaching of PSHE and citizenship lessons. Children in the same class as the pupil will be introduced to epilepsy in a way they understand. This will ensure the child's classmates are not frightened if the child has a seizure in class.

The school nurse or an epilepsy specialist nurse may also attend the meeting to talk through any concerns the family or Headteacher may have, such as whether the pupil requires emergency medicine. The following points in particular will be addressed:

RECORD KEEPING

During the meeting the Headteacher will agree and complete a record of the pupil's epilepsy, learning and health needs. This document may also include issues such as agreeing to administer medicines and any staff training needs. This record will be agreed by the parents and the health professional if present. It will be signed by the parent and the Headteacher. This form will be kept safe and updated if necessary. Staff will be notified of any changes in the pupil's condition and of any special requirements , such as seating the child facing the class teacher to help monitor if the student is having absence seizures and missing part of the lesson.

MEDICINES

Following the meeting an individual healthcare plan (IHP) will be established. It will contain the information highlighted and identify any medicines or first aid issues of which staff should be aware. In particular it will state if the child requires emergency medicine and whether this this medicine is rectal diazepam or buccal midazolam. It will also contain the names of staff trained to administer this medicine and how to contact these members of staff. If the pupil requires emergency medicine then the school's policy will also contain details of the correct storage procedures.

FIRST AID

First aid for the pupil's seizure type will be included in their IHP and all staff (including support staff) will receive basic training on administering first aid. The following procedure giving basic first aid for 'tonic-clonic' seizures will be prominently displayed in all classrooms.

1. Stay calm

2. If the child is convulsing put something soft under their head

3. Protect the child from injury (remove harmful objects from nearby)

4. NEVER try and put anything in their mouth or between their teeth

5. Try and time how long the seizure lasts – if it is longer than usual for that pupil or continues for more than five minutes call medical assistance.

6. When the child finishes their seizure stay with them and reassure them.

7. Do not give the child any food or drink until they have fully recovered from the seizure. Sometimes a child may become incontinent during their seizure. If this happens, a blanket should be placed around them when their seizure is finished to avoid potential embarrassment. First aid procedure for different seizure types can be

obtained from the School Nurse, the pupil's epilepsy specialist nurse or Epilepsy Action.

LEARNING AND BEHAVIOUR

The school recognises that children with epilepsy can have special educational needs because of their condition (see paragraphs 7.64 – 7.67 of the Special Educational Needs Code of Practice). Following the initial meeting, staff will be asked to ensure that the pupil is not falling behind in lessons. If this happens the teacher will normally discuss the situation with parents. If there is no improvement, then discussions should be held with the school's special educational needs coordinator (SENCO) and school nurse. If necessary, an Individual Education Plan (IEP) will be created and if the SENCO thinks it appropriate, the child may undergo an assessment by an educational or neuropsychologist to decide what further action may be necessary.

SCHOOL ENVIRONMENT

The school recognises the importance of having a school environment that supports the needs of children with epilepsy. Arrangements will be made to ensure that following a seizure a suitable, comfortable place will be made available for supervised rest if required. The above policy applies equally within the school and at any outdoor activities organised by the school. This includes activities taking place on the school premises and residential stays. Any concerns held by the pupil, parent or member of staff will be addressed at a meeting prior to the activity or stay taking place.