

# Epilepsy Policy



February 2025

Signed \_\_\_\_\_ (Chair of the Board of Governors)

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

Signed: \_\_\_\_\_ (Principal)

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

## **Tempo Primary School: Epilepsy Policy**

Tempo Primary School recognises that epilepsy is a common condition affecting children and welcomes all children with epilepsy to the school.

Tempo Primary School supports children with epilepsy in all aspects of school life and encourages them to achieve their full potential. This will be achieved by ensuring all staff receive training about epilepsy and administering emergency medicines and having a policy in place that is understood by all staff.

### **School procedures**

When a child with epilepsy joins Tempo Primary School, or a current pupil is diagnosed with the condition, the principal arranges a meeting with the parents and pupil (depending on the age of the child) to establish how the child's epilepsy may affect their school life. This should include the implications for learning, playing and social development, and out of school activities. They will also discuss any special arrangements the child may require, for example extra time in exams. With the parents and child's permission, epilepsy will be addressed as a whole-school issue through, e.g., assemblies, the teaching of PDMU etc. Children in the same class as the pupil will be introduced to epilepsy in a way that they will understand. This will ensure the child's classmates will not be frightened if a seizure occurs while at school.

The school nurse or an epilepsy specialist may also be present at the meeting to provide training as to the procedure to be followed, should the pupil have a seizure. It is also an opportunity for school staff to discuss any concerns the family or school staff may have such as whether the pupil requires emergency medicine.

### **Strategies**

- Training is given to all relevant staff bi-annually (EA and school health team), including information concerning:
  - First aid in the event of a seizure
  - Key epilepsy facts
  - Monitoring and managing the learning of pupils with epilepsy.
- Tempo Primary School includes pupils with epilepsy in all school activities and on school trips.
- Telephones in school have a notice above them providing advice as to procedures/contact numbers, should a pupil with epilepsy have a seizure.
- Through whole school assemblies/PDMU lessons pupils are taught about the causes and effects of epilepsy and what to do if someone has a seizure.
- Strong communication between home and school is developed. By working together any problems are discussed and addressed.

### **Record keeping**

During the meeting the principal will make a record of the pupil's epilepsy and health needs to which those present (staff, parents/carers, a health professional) will agree and may include issues such as staff training needs. This health plan will be kept safe and updated when necessary. Staff will be notified of any changes in the pupil's condition through a staff briefing.

### **Healthcare Plan**

Following the meeting an individual healthcare plan will be drawn up (Appendix A & B). It will contain the information highlighted above, the procedures to follow in the event of the pupil having a seizure, a contact list and identify any first aid issues of which staff need to be aware.

### **First Aid**

First aid for the pupil's seizure type will be included on their individual healthcare plan 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 displayed in appropriate areas within the school building (classrooms, staff room, school offices, school kitchen).

### **In the event of a seizure:**

1. Stay calm.
2. If the child is convulsing then 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 lasts longer than usual for that child or continues for more than five minutes then call medical assistance.
6. When the child finishes their seizure stay with them and reassure them.
7. Do not try and restrain the child.
8. Do not give them food or drink until they have fully recovered from the seizure.
9. Aid breathing by gently placing the child in the recovery position once the seizure has finished.

Sometimes a child may become incontinent during a seizure. If this happens, try, and put a blanket around them when their seizure is finished to avoid potential embarrassment.

### **Learning and behaviour**

Tempo Primary School recognises that children with epilepsy can have special educational needs because of their condition. Following the initial meeting staff will be asked to monitor the child so that he/she is not underperforming in class. Should this happen, the teacher will initially discuss the situation with the parents. If there is no improvement, then a discussion should be held with the school's special educational needs co-ordinator (SENCo) and school nurse. If necessary, an Education Plan will be created.

The child may undergo an assessment by an educational psychologist to decide what further action may be necessary.

### **School environment**

Tempo Primary School recognises the importance of having a school environment that supports the needs of children with epilepsy. The above epilepsy policy applies equally within school and at any outdoor activities organised by the school. This includes activities taking place on the school premises, school visits and residential trips. Any concerns held by the child, parent or member of staff will be addressed at a meeting prior to the activity or residential trip taking place.

Appendix A

**Individual Healthcare Plan**

Name: _____	Date of birth: _____
School: _____	Principal: _____
Parental contact number: _____	
_____	

Type of seizure/s experienced: .....

Symptoms: .....

.....

.....

Possible triggers: .....

.....

.....

Usual procedure following seizure:

1. Stay calm.
2. If the child is convulsing then 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 lasts longer than usual for that child or continues for more than five minutes then call medical assistance.
6. When the child finishes their seizure stay with them and reassure them.
7. Do not try and restrain the child.
8. Do not give them food or drink until they have fully recovered from the seizure.
9. Aid breathing by gently placing the child in the recovery position once the seizure has finished.

Sometimes a child may become incontinent during a seizure. If this happens, try and put a blanket around them when their seizure is finished to avoid potential embarrassment.

Member(s) of staff responsible for Home/School liaison:

.....

Emergency procedure if seizure lasts for more than ..... minutes.

1. Member of staff to stay with ..... to ensure safety.
2. Quietly clear the classroom/area of students if you think this is necessary.
3. If needed, telephone 999, ask for ambulance Service, give name of student, address and phone number of school.
4. Telephone parents.
5. Inform Principal.
6. Stay with ..... Until ambulance arrives.
7. If parents have not arrived by this time a member of staff will accompany ..... To the hospital in the ambulance.
8. Fill in seizure record form for the pupil file and forward a copy to parents.

Service	Name	Tel no:
Emergency contact (in order of preference)		
Epilepsy/paediatric/ community support nurse		
Family GP		

I give consent for ..... to be cared for, in the event of a seizure, by staff at Tempo Primary School.

I will undertake to inform the school of any changes in the nature of his/her seizures or medication (if taken).

Signed: ..... Date: .....

Appendix B

**Record of seizures occurring during the school day**

Name: _____ Date of birth: _____
School: _____
Parental contact/Emergency numbers: _____
_____

Date of seizure:..... Time it occurred .....

How long did the seizure last? .....

Action taken .....

.....

What was he/she doing when the seizure took place? .....

.....

Did he/she fall? .....

Did he/she lose consciousness? .....

Did his/her body move during the seizure? .....

If so please describe .....

.....

Was there incontinence? (Please tick) Bladder  Bowel

What was he/she like after the seizure? (Please tick)

Immediately recovered  sleepy  confused  Agitated

Other .....

Was first aid required? .....

Name .....

Post held in school ..... Date .....

