



# EPILEPSY POLICY

September 2019

## **EPILEPSY POLICY**

This policy has been written in line with information provided by Epilepsy Action, the Department for Education and Skills (now the Department for Children, Families and Schools), the local authority, the school health service, the Directors/Governing body, pupils and parents.

The Academy of Woodlands recognises that Epilepsy is a common condition affecting children and welcomes all children with Epilepsy to The Academy.

The Academy supports children with Epilepsy in all aspects of Academy 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 the local authority and understood by all Academy staff. This policy ensures all relevant staff receive training about Epilepsy and administering emergency medicines. All new staff and supply staff will also receive appropriate training.

### **What to do when a child with Epilepsy joins The Academy.**

When a child with Epilepsy joins The Academy, or a current pupil is diagnosed with the condition, the SENDco arranges a meeting with the pupil and the parents to establish how the pupil's Epilepsy may affect their Academy life. This should include the implications for learning, playing and social development, and out of Academy activities. They will also discuss any special arrangements the pupil may require, for example extra time in exams.

With the pupil's and parent/carers permission, Epilepsy will be addressed as a whole-school issue through assemblies and in the teaching of PSHE or citizenship lessons. Children in the same class as the pupil will be introduced to Epilepsy in a way that they will understand. This will ensure that the child's classmates are not frightened if the child has a seizure in class.

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

### **Record Keeping**

During the meeting the SENDco will agree and complete a care plan which outlines the pupil's Epilepsy, learning and health needs. This document may include issues such as agreeing to administer medicines and any staff training needs. This care plan will be agreed by the parent/carers, and the health professional, if present, and signed by the parent/carers and the SENDco. This form will be kept safe and updated when necessary. Staff will be notified of any changes in the pupil's condition through regular staff briefings. This will make staff aware of any special requirements, such as seating the pupil facing the class teacher to help monitor if the student is having absence seizures and missing part of the lesson.

## **Medicines**

The care plan for the child's individual needs will be displayed in appropriate places. It will contain the information highlighted above and identify any medicines or first aid issues of which staff need to be aware. In particular it will state whether the pupil requires emergency medicine. It will also contain the names of staff trained to administer the medicine and how to contact these members of staff. If the pupil requires emergency medicine then The Academy's policy will also contain details of the correct storage procedures in line with the DfES guidance found in **Managing Medicines in Schools and Early Years Settings**.

## **First Aid**

First aid for the pupil's seizure type will be included on their health care 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 prominently displayed in all relevant areas.

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 move the child unless they are in danger.
8. Do not try and restrain the child.
9. Do not give them food or drink until they have fully recovered from the seizure.
10. Aid breathing by gently placing the child in the recovery position once the seizure has finished.

Sometimes a child may become incontinent during their seizure. If this happens, try and put a blanket 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 or Epilepsy Action.

## **Learning and behaviour**

The Academy recognises that children with Epilepsy can have special educational needs because of their condition. Following the initial meeting, staff will be asked to ensure the pupil is not falling behind in lessons. If this starts to happen the teacher will initially discuss the situation with the parents. If there is no improvement, then discussions should be held with the school's SENDco and school nurse. If necessary, an IEP will be created and if the SENDco thinks it appropriate, the child may undergo an assessment by an educational or neuropsychologist to decide what further action may be necessary.

## **The Academy Environment**

The Academy recognises the importance of having an environment that supports the needs of children with Epilepsy. A medical room is kept available and equipped with a bed in case a pupil needs supervised rest following a seizure.

The above Epilepsy policy applies equally within The Academy and at any outdoor activities organised by The Academy. This includes activities taking place on Academy 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.

Policy Reviewed: September 2019

Head Teacher:

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The Academy of Woodlands Director:

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