

Hornsea Burton and Skipsea Federation

Epilepsy Policy

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, pupils and parents.

We recognise that epilepsy is a common condition affecting children and welcomes all children with epilepsy to the school.

We support children with epilepsy in all aspects of school life and encourage 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 school staff. This policy ensures all relevant staff receives 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 our school

When a child with epilepsy joins the school, or a current pupil is diagnosed with the condition, the head teacher arranges a meeting with the pupil and the 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 out of school activities. They will also discuss any special arrangements the pupil may require, for example extra time in tests. With the pupil's and parent's 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 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 head teacher may have, such as whether the pupil requires emergency medicine. The following points in particular will be addressed.

Record keeping

During the meeting the head teacher will agree and complete a record of the pupil's epilepsy and learning and health needs. This document may 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, and signed by the parents and head teacher. 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

Following the meeting, an individual healthcare plan (IHP) will be drawn up. 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 and what this medication is. 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 school's policy will also contain details of the correct storage procedures in line with the DfE guidance found in *Managing Medicines in Schools and Early Year Settings*.

First aid

First aid for the pupil's seizure type will be included on 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.

- Stay calm.
- If the child is convulsing then put something soft under their head.
- Protect the child from injury (remove harmful objects from nearby).
- NEVER try and put anything in their mouth or between their teeth.
- 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.
- When the child finishes their seizure stay with them and reassure them.
- Do not try and move the child unless they are in danger.
- Do not try and restrain the child.
- Do not give them food or drink until they have fully recovered from the seizure.
- 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, the pupil's epilepsy specialist nurse or Epilepsy Action.

Learning and behaviour

We recognise that children with epilepsy can have special educational needs because of their condition (*Special Educational Needs Code of Practice*²). 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 special educational needs co-ordinator (SENCO) and school nurse. If necessary, an Individual Educational Plan 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

We recognise the importance of having a school environment that supports the needs of children with epilepsy. A medical room at Hornsea Burton is kept available and equipped with a bed in case a pupil needs supervised rest following a seizure. At Skipsea, the child would be supervised in the staffroom to allow rest following a seizure.

The above epilepsy 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.

References

¹DfE Managing Medicines in Schools and Early Year Settings, 2005 (updated 2007)

²DfE Special Educational Needs Code of Practice, 2001

Legal requirements and responsibilities

The following information is taken from the DfE document *Managing Medicines in Schools and Early Year Settings*. It aims to highlight the importance of having a clear school epilepsy policy and help staff understand their responsibility in ensuring the safety of a child with epilepsy in their school.

The general guidance for ensuring the health and safety of children in schools states that it is the employer's responsibility (under the Health and Safety at Work Act 1974) to make sure schools have a health and safety policy which includes procedures for supporting children with medical needs. It is also the employer's responsibility to make sure that they have taken out Employer's Liability Insurance and that this insurance provides full cover for school staff acting within full scope of their employment ie 'duty of care'. In community and voluntary controlled schools the employer is usually the local authority, while in foundation and voluntary-aided schools, staff are employed by the governing body.

In the day-to-day management of children's medical needs, parents should give schools information about their child's condition, including any relevant details from the child's GP, consultant or epilepsy specialist nurse. Parents are also responsible for supplying any information about the medicine their child needs and providing details of any change to the child's prescription or support required.

There is no legal duty requiring school staff to administer medicine. However, schools should consider this issue as part of their accessibility planning duties. Staff are usually happy to volunteer for training to administer emergency medicines. Some proactive schools require support staff to be trained in administering emergency medicines as part of their role (full roles and responsibilities are detailed in the government document *Managing Medicines in Schools and Early Year Settings*).

Useful contacts

Epilepsy Action

New Anstey House
Gate Way Drive
Yeadon
Leeds
LS19 7XY
t: 0113 210 8800
f: 0113 391 0300
Helpline: 0808 800 5050
e: epilepsy@epilepsy.org.uk
w: www.epilepsy.org.uk

Epilepsy Wales

w: www.epilepsy-wales.co.uk

Epilepsy Scotland

w: www.epilepsyscotland.org.uk

Department for Education

Castle View House
East Lane
Runcorn
Cheshire
WA7 2GJ
t: 0370 000 2288
w: www.education.gov.uk

Joint Council for Qualifications

Veritas House
125 Finsbury Pavement
London
EC2A 1NQ
w: www.jcq.org.uk
t: 020 7638 4132
e: info@jqc.org.uk
f: 020 734 4343

Form 2: Individual Healthcare Plan

Name of School/Setting: _____

Child's name: _____

Group/Class/Form: _____

Date of Birth: _____

Child's Address: _____

Medical Diagnosis or Condition: _____

Date: _____

Review date: _____

CONTACT INFORMATION

Family contact 1		Family contact 2	
Name		Name	
Phone No. (work)		Phone No. (work)	
(home)		(home)	
(mobile)		(mobile)	

Clinic/Hospital contact _____ **GP** _____

Name _____ Name _____

Phone No. _____ Phone No. _____

Describe medical needs and give details of child's symptoms:

Daily care requirements: (e.g. before sport/at lunchtime)

Describe what constitutes an emergency for the child, and the action to take if this occurs:

Follow up care:

Who is responsible in an Emergency: (State if different for off-site activities)

Form copied to:

Form 3A:
Parental agreement for school/setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that staff can administer medicine.

Name of School/Setting: _____

Name of Child: _____

Date of Birth: _____

Group/Class/Form: _____

Medical condition/illness: _____

Medicine

Name/Type of Medicine (as described on the container):

Date dispensed: _____

Expiry date: _____

Agreed review date to be initiated by *[name of member of staff]*:

Dosage and method: _____

Timing: _____

Special Precautions:

Are there any side effects that the school/setting needs to know about?

Self Administration: Yes/No (delete as appropriate)

Procedures to take in an Emergency:

Contact Details

Name: _____

Daytime Telephone No: _____

Relationship to Child: _____

Address:

I understand that I must deliver the medicine personally to [agreed member of staff] and accept that this is a service that the school/setting is not obliged to undertake.

I understand that I must notify the school/setting of any changes in writing.

Date: _____

Signature(s): _____

Relationship to child: _____

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