



Parkside Academy
An Outstanding School

Epilepsy Procedure

January 2019

Review – January 2020

Epilepsy

Parkside supports pupils with epilepsy in all aspects of school life and encourages them to achieve their full potential. This procedure 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 Parkside Academy?

When a pupil with epilepsy joins Parkside Academy or a current pupil is diagnosed with the condition, the designated 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,

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

Record keeping

During the meeting the Designated 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 the designated teacher. This form will be kept safe and updated when necessary. Relevant staff will be notified of any changes in the pupil's condition.

Medicines

Following the meeting, an individual healthcare plan (IHCP) will be drawn up using guidance from the Paediatric Epilepsy Specialist Nurse (PESN). 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 whether this medicine is rectal diazepam or buccal midazolam. 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 DfES guidance found in *Managing Medicines in Schools*.

First aid

First aid for the pupil's seizure type will be included on their IHCP and all staff (including support staff) will receive basic training on administering first aid. All staff are aware of the following procedure below.

- 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 pupil or continues for more than five minutes then call medical assistance.
- Once the seizure is over put the child into the recovery position. Stay with the child and reassure them when the child comes around.
- Do not give them food or drink until they have fully recovered from the seizure.