



For all staff and parents

This policy has been written in line with information provided by Epilepsy Action and the DFES guidance on the Managing Medicines in Schools and Early years (March 2005).

Moira House recognises that Epilepsy is a common condition-affecting children and welcomes all children with epilepsy to the school. We will support children with epilepsy in all aspects of school life and encourage them to achieve their full potential.

This policy ensures that 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 Moira House

When a child with epilepsy joins our school, or is a current pupil diagnosed with the condition, the school nurse and 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/trips. Special arrangements such as extra time during exams will also be discussed.

Pupils in the school are made aware of epilepsy through assemblies and PSHCE lessons.

Record Keeping

Accurate records of the child's epilepsy, health and learning needs will be kept. Parents must provide information regarding changes to treatment and the records changed, staff informed accordingly.

Medication

An individual healthcare plan will be drawn up and contain information regarding medication, symptoms, triggers, emergency procedures and contact details. It will also contain instruction regarding the administration of rectal diazepam or buccal midazolam and the staff trained to administer.

Medications will be stored as per school medicine policy and in line with DFES guidance.

First Aid

Staff are regularly trained/updated in first aid procedures. For tonic-clonic seizure:

- Stay calm
- If the child is convulsing then put something soft under head, if possible
- protect the child from injury
- NEVER try and put anything in their mouth or between teeth
- Try and time how long the seizures lasts—if it lasts longer than usual for that pupil or continues for more than five minutes then call medical assistance
- When a child finishes their seizure stay with them and reassure them
- Do not give them food or drink until they have fully recovered from seizure
- If incontinent during seizure cover with blanket after seizure is finished to avoid potential embarrassment.

Learning and Behaviour

Moira House recognises that children with epilepsy can have special educational needs because of their condition (7.64-7.67 Special Educational Needs Code of Practice)

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 necessary an individual educational plan will be drawn up the school Lead TA. An assessment by an educational or neuropsychologist may be necessary to decide if further action required.

Ref

DFES Managing Medicines in Schools and Early Year settings. Nottingham 2005

DFES Special Needs Code of Practice. Nottingham 2001

Related policies and documents

This policy should be read in conjunction with the following policies and documents:

- Employee Handbook
- Staff Handbook
- Code of Conduct for Employees
- Health Safety Handbook
- Boarding Staff Handbook
- National Minimum Standards for Boarding Schools
- ISI Handbook for the Inspection of Schools, Regulatory Requirements
- Teachers' Standards
- Departmental Handbook
- Keeping Children Safe in Education
- Safeguarding Policy
- Medical Policies
- Complaints Policy (Parents)
- Complaints Policy (Pupils)

POLICY REVIEWED BY JTA: June 2018

POLICY REVIEWED BY SCHOOL COUNCIL:

NEXT REVIEW: June 2019