



## Epilepsy

### Rationale

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Health and Safety at Work, etc Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Schools Standards and Framework Act 1998
- Education (School Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Special Educational Needs and Disability Act 2001
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Equality Act 2010
- School Premises (England) Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

The following organisations are also related to this policy:

- [www.epilepsy.org.uk](http://www.epilepsy.org.uk)
- [www.nhs.org.uk](http://www.nhs.org.uk)

We recognise that epilepsy is a common serious neurological condition resulting in a person having seizures when the electrical signals given out by the nerve cells in the brain are disrupted. Epilepsy is usually only diagnosed after a person has had more than one seizure.

We understand that there are many different types of seizures which can be divided into two main types: focal seizures and generalised seizures. There are many possible causes of epilepsy which can be put into three main groups: symptomatic, idiopathic and cryptogenic epilepsy.

We realise that epilepsy, which can start at any age but usually in childhood, is a common condition affecting children. Epilepsy is an individual condition which affects people in different

ways. Therefore, we need to be informed by parents of children diagnosed with epilepsy what procedures to take if their child has a seizure.

We are aware that there are many different types of seizures that we need to deal with and, therefore, we will organise appropriate training for all permanent school personnel and for those on supply cover.

We acknowledge that epilepsy is a condition that is covered under the Equality Act 2010 which ensures that all people with disabilities are not discriminated against. Therefore, we will ensure that we will not disadvantage any child suffering from epilepsy but we will use appropriate teaching methods to deliver the curriculum.

We will actively encourage all students with epilepsy to achieve their full potential and to take part in all aspects of school life.

We ensure all school personnel and supply teachers:

- are familiar with the Individual Health Care Plans of pupils in their care;
- know what to do in an emergency;
- are aware that allergy management strategies are incorporated into risk assessments for all school events, educational visits and sporting events.

We work hard to have in place and to maintain a system that ensures all medical care plans are kept up to date and are available at all times to school personnel who may need them in an emergency. It is vital that all medical care plans clearly indicate whether a pupil needs emergency medication such as asthma inhalers or epipens.

Those members of the school personnel who have volunteered to administer or supervise the taking of medication attend regular refresher training and are up to date with the medical care plans for those pupils with specific medical needs or emergency medication.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

## Aims

- To recognise epilepsy is a neurological condition resulting in a person having seizures.
- To be aware of the appropriate action to take if a child has an epileptic seizure.
- To ensure that all students suffering from epilepsy are treated fairly.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

## Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be responsible for supporting children with medical needs;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in:
  - determining this policy with the Governing Body;
  - discussing improvements to this policy during the school year;
  - organising surveys to gauge the thoughts of all students;
  - reviewing the effectiveness of this policy with the Governing Body
- nominated a link governor to:
  - visit the school regularly;
  - work closely with the Headteacher and the coordinator;
  - ensure this policy and other linked policies are up to date;
  - ensure that everyone connected with the school is aware of this policy;
  - attend training related to this policy;
  - report to the Governing Body every term;
  - annually report to the Governing Body on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

## Role of the Headteacher

The Headteacher will:

- ensure all school personnel, students and parents are aware of and comply with this policy;
- liaise with parents of children suffering from epilepsy to establish:
  - the signs of a seizure occurring
  - what procedures to take during a seizure
  - how the student's epilepsy will affect their school life
  - what safety procedures need to be in place for such activities as PE or science
  - if extra time or other special arrangements are needed in tests and exams
  - the child's medication, if any, and how it will be administered
- organise appropriate training for all permanent school personnel and for those on supply cover;
- undertake risk assessments;
- ensure that all appropriate stakeholders are aware of all risk assessments and safe systems of work;
- record when a seizure takes place;

- contact the child's parents when a seizure takes place;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy.

### Role of the coordinator

The coordinator will:

- provide information and guidance to school personnel;
- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy.

### Role of school personnel

School personnel will:

- comply with all aspects of this policy;
- Record on CPOMS
- undertake appropriate training;
- make themselves aware of the procedures to take in the event of a student having a seizure;
- be aware of the child's individual healthcare plan (IHCP);
- be aware of the child's Education and Health Care Plan (EHCP) if appropriate;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

### Role of students

Students will:

- be aware of and comply with this policy;
- learn about epilepsy and how it affects people through PSHE and citizenship;
- undertake appropriate awareness training and what action to take if a fellow student suffers a seizure;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- participate fully in all lessons;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;

- talk to others without shouting and will use language which is neither abusive nor offensive;
- liaise with the school council;
- take part in questionnaires and surveys.

## Role of parents/carers

Parents/carers will:

- be made aware of this policy;
- inform the school of their child's epilepsy and the type of seizure they have;
- discuss:
  - the signs of a seizure occurring
  - what procedures to take during a seizure
  - how the pupil's epilepsy will affect their school life
  - what safety procedures need to be in place for such activities as PE or science
  - if extra time or other special arrangements are needed in tests and exams
  - the child's medication, if any, and how it will be administered
- help write their child's IHCP;
- inform the school of any changes to their child's condition;
- be encouraged to work in school as volunteers;
- be asked to take part periodic surveys conducted by the school;
- encourage effort and achievement;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

## Procedure to follow for a seizure

When a child is having a seizure school personnel must:

- stay calm;
- place something soft under the child's head if the child is convulsing;
- protect the child from injury by clearing the immediate space around the child of all objects;
- not place anything between the child's teeth;
- call the paramedics if the seizure lasts longer than five minutes;
- stay with child at all times;
- reassure the child;
- call the child's parents;
- listen to the instructions of the paramedics.

## Medical room

The school will provide a designated medical room to cater for any child having a seizure.

## Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training related to this policy which specifically covers:

- Medical and First Aid
  - information about epilepsy
  - administering medication related to epilepsy
  - safe use and storage of medications
  - dealing with emergencies related to epilepsy
- Administering Medicines
- Accidents and Emergencies
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction

### Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school staff
- communications with home such as Head’s Weekly Newsletters
- Headteacher’s Annual Report

### Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010. As it is fair, it does not prioritise or disadvantage any student and it helps to promote equality at this school.

### Monitoring the effectiveness of the policy

#### **Review of Procedure**

This procedure shall be subject to periodic review and may be changed from time to time.

#### **Management of policy**

The Governors and Headteacher have overall responsibility for the maintenance and operation of this policy. They will maintain a record of concerns raised and the outcomes.

<b>Headteacher:</b>	Mrs A Hildrey
<b>Chair of Governing Body:</b>	Mr R Lowe