

Epilepsy Policy

This policy has been written in line with information provided by Epilepsy Action, the Department for Education and Skills, the local authority, the school health service, the governing body, students and parents.

Meden School recognises that epilepsy is a common condition affecting children and welcomes all children with epilepsy to the school.

Meden School supports children with epilepsy in all aspects of school 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 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 Meden School

When a child with epilepsy joins Meden School, or a current pupil is diagnosed with the condition, the SENCO 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, e.g. extra time in exams. With the pupil 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 SENCO may have, such as whether the pupil requires emergency medicine. The following points in particular will be addressed.

Record Keeping

During the meeting the SENCO 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 SENCO. 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 medications or first aid issues of which staff needs to be aware. In particular it will state whether the pupil require 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 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.

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 seizures lasts- If it lasts longer than usual for that pupil 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 give them food or drink until they have fully recovered from the seizure

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 types can be obtained from the school nurse, the pupil's epilepsy specialist nurse or Epilepsy Action.

Learning and Behaviour

The Meden School recognises that children with epilepsy can have specialised 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 special educational needs co-ordinator (SENCO) and school nurse. If necessary, an Individual Educational Plan will be created and if the SENCO thinks it's appropriate, the child may undergo an assessment by an educational or neuropsychologist to decide what further action may be necessary.

School Environment

Meden School recognises the importance of having a school 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 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.