

June 2017 - 2018

Introduction

- 1 This school recognises that epilepsy is a common condition affecting many children and young people, and welcomes all students with epilepsy.
- 2 This school believes that every child with epilepsy has a right to participate fully in the curriculum and life of the school, including all outdoor activities and residential trips.
- 3 This school keeps a record of all the medical details of children with epilepsy and keeps parents updated with any issues it feels may affect the child.
- 4 This school ensures that all children and staff in the school understand epilepsy and do not discriminate against any children with the condition.
- 5 This school ensures that all staff fully understand epilepsy and seizure first aid, and that there is at least one member of staff trained to administer emergency medicines in school at all times.
- 6 This school will work together with children, parents, staff, governors, educational psychologists and health professionals to ensure this policy is successfully implemented and maintained.

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.

Hollywood Primary School recognises that epilepsy is a common condition affecting children and welcomes all children with epilepsy to the school. Hollywood 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 receive training about epilepsy and administering emergency medicines.

All new staff and supply staff will also receive appropriate training.

When a child with epilepsy joins Hollywood School, or a current pupil is diagnosed with the condition, the head teacher / medical lead 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, eg extra time in exams.

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.

During the meeting the head teacher / medical lead 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 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 seizure 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 seizure types can be obtained from the school nurse, the pupil's epilepsy specialist nurse or Epilepsy Action.

Hollywood School recognises that children with epilepsy can have special educational needs because of their condition (see paragraphs 7.64 - 7.67 of the *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 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.

Hollywood 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.

