



We can and we will'
GLEBE PRIMARY SCHOOL

EPILEPSY POLICY

Mission Statement:

At Glebe Primary School, we believe in an ethos that values the whole child. We strive to enable all children to achieve their full potential academically, socially and emotionally.

Scope

This policy has been written 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.

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

Before Joining

When a child with epilepsy joins us, or a current pupil is diagnosed with the condition, the welfare assistant will arrange a meeting with the pupil and the parents to establish how the pupil's epilepsy may affect their school life. This will 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. 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.

During the meeting, the school representative will agree and complete a record of the pupil's epilepsy and learning and health needs. 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.

A care plan will be drawn up by the school health, agreed and signed by parents, school nurse and Headteacher as recommended by Hillingdon County Council. A record of a seizure should be completed each time a child has a seizure recorded on CPOMS (Child Protection Online Management System). Each child with a care plan for Epilepsy will have a risk assessment in the classroom which will be amended as the condition or circumstance change. The risk assessment will be agreed by all adults who work with the child and a copy will be provided for parents.

Glebe school is committed to fully meeting the needs of pupils who have epilepsy, keeping them safe, ensuring they achieve to their full potential, and are fully included in school life.

Medicines

An individual healthcare plan (IHP) will be drawn up containing the information highlighted above and identify any medicines or first aid issues which staff need to be aware of. In particular, it will state whether the pupil requires emergency medicine, and whether this medicine is rectal diazepam or buccal midazolam. (it will contain the names of staff trained to administer the medicine and how to contact these members of staff).

Medicine is stored in the medical room, is clearly named, in the original pharmacy packaging. Administered medicine is recorded in the file.

Parents must inform staff if buccal midazolam has been given in the previous 24 hours.

First Aid

First aid for pupil's seizure type will be included on their care plan and all staff (including support staff) will receive basic training on administering first aid. The following procedure giving basic first aid for tonicclonic seizures will be prominently displayed in all classrooms that the child may use and a copy will be in the staffroom.

1. Stay Calm
2. If the child is convulsing then put something soft under their head.
3. Protect the child from injury (remove harmful object 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.

Parents will be informed by telephone of seizure. Sometimes a child may become incontinent during their seizure. First aid procedure for different seizure types can be obtained from the school nurse, the pupil's epilepsy specialist nurse or Epilepsy Action.

Life at Glebe

We will ensure that the child's needs are met and that they are fully integrated into school life.

We will do this by:

- Keeping careful records of changes in behaviour and levels of achievement to identify pupils who are not achieving to their full potential.
- Tackling any problems early.
- Ensuring that all pupils with epilepsy are fully included in school life, activities and outings (day and residential) and are not isolated or stigmatised.
- Giving voice to the views of pupils with epilepsy, for example regarding feeling safe, respect from other pupils, teasing and bullying, what should happen during and following a seizure, adjustments to support them in learning, adjustments to enable full participation in school life and raising epilepsy awareness in school.
- Making necessary adjustments e.g. exam timings, coursework deadlines, timetables.
- Liaising fully with parents and health professionals (with the parent's permission) to share information about the pupil's education, healthcare, medication and any affects this has on their school life (for example epilepsy medication and seizures can affect a person's ability to concentrate). This will be an ongoing process.
- Ensure that staff are epilepsy aware and know what to do if a pupil has a seizure.
- If needed, there will be a trained member of staff available at all times to deliver emergency medication.
- Every student with epilepsy will have an Individual Health Care Plan in place which will include information on the pupil's seizures, medication, and emergency protocols. A template is available from Young Epilepsy.
- Raising awareness of epilepsy across the whole school community, including pupils, staff and parents.

Reviewed: March 2023

To be reviewed: March 2025