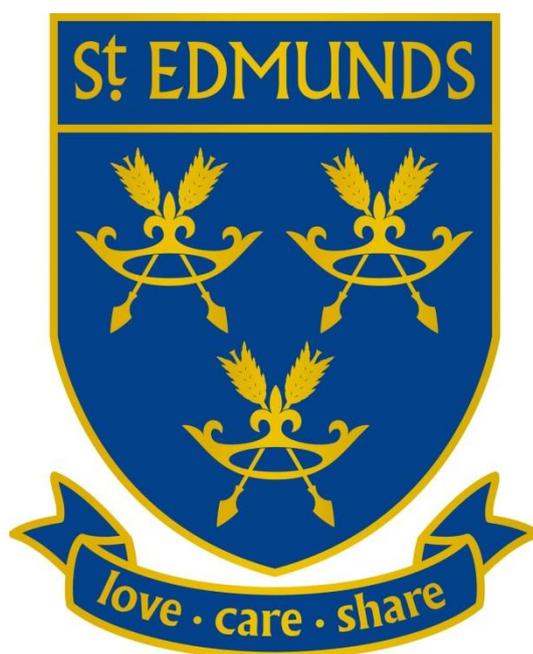


# **St Edmund's Catholic Primary School**



## **Epilepsy Policy Draft version December 2016**

# **St. Edmund's Catholic Primary School Epilepsy Policy**

## **Mission statement**

### **To Love, To Care, To Share**

St. Edmund's Catholic Primary is a community of faith where we aim to keep Christ at the center of everything we do. We celebrate the uniqueness of every individual nurturing them to achieve their full potential. Our understanding and experience of the love of God grows through our way of living, behaving, learning and teaching, which is inspired by Jesus.

Our Mission Statement encapsulated in "To Love, Care, Share", along with our Catholic values and the teaching of the Catholic Church, underpin the values of this policy.

## **Context**

This policy has been written in line with information provided by Epilepsy Action, the Department for Education and Skills, the local authority and the schools health service. The school governing body and parents have been informed of the school's policy.

**St. Edmund's Catholic Primary School is an inclusive school who welcomes children with epilepsy to the school and 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.
- Ensuring relevant support staff (including new staff) regularly receives training about epilepsy and administering emergency medicines.
- Ensuring information and records are shared appropriately.

## **What to do when a child with epilepsy joins St. Edmund's Catholic Primary School?**

When a child with epilepsy joins St. Edmund's Catholic Primary School, or a current pupil is diagnosed with the condition, the SENCO will arrange a meeting with the parents, class teacher, school nurse (if applicable) and the welfare assistant, to establish how the pupil's epilepsy may affect their school life, e.g. their learning, social skills, and out of school activities. Any special arrangements the pupil may require will be discussed, e.g. extra time in exams/tests, any additional staffing support or implications of care on school trips.

## **Record Keeping**

During the initial meeting an individual care plan will be drawn up, usually by the welfare assistant, school nurse, SENCO and the parents. The SENCO may request further documentation/reports provided by the epilepsy nurse to complete a record of the pupil's epilepsy and learning and health needs.

This individual care plan 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 on a yearly basis and when necessary.

## **Medicines**

After the individual care plan has been drawn up, the school will identify further training if needed to meet the individual needs of the pupil. This may include a specialist training session with the

school nurse, who will go through the individual care plan and emergency medication in-depth with the class team and any other adults who work closely with the pupil.

The individual care plan will include parents agreeing for trained members of staff to administer emergency medicines such as buccal midazolam and it will identify any first aid issues of which staff needs to be aware.

See the First Aid policy for trained first aiders and separate registers for staff who are epi-pen trained and buccal midazolam trained. The emergency medication will be stored in a secure cupboard, which is easy to access in case of an emergency.

### **First Aid**

First Aid for the pupil's seizure type will be included on their care plan and support staff will all receive basic training on administering first aid. The following procedure is followed to give basic first aid for seizures:

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 last and call for assistance from the welfare assistant/SENCO.
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
8. Ambulance to be called if emergency medication has been given.

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.

### **Learning and Behaviour**

St. Edmund's Catholic Primary School recognises its duties as detailed in Section 100 of the Children and Families Act 2014. Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, this school complies with their duties under that Act. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN, this policy should be read in conjunction with the Special educational needs and disability (SEND) code of practice.

Where necessary, and with the parent's permission, epilepsy will be addressed with children in the same class as the pupil 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 and promote the ethos of our school 'Love, Care, Share'.

### **School Environment**

St. Edmund's Catholic Primary School recognises the importance of having a school environment that supports the needs of children with epilepsy. There is a bed in the medical room in case a pupil needs a supervised rest following a seizure.

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.

In addition, a photograph and brief details of the child's condition will be placed on the school's medical board in the staffroom. Each member of staff working with the child will be given a brief

action plan to follow in case of a seizure. The office staff knows what to do in an emergency and will ensure that the relevant phone calls are made, and relevant paperwork is made ready for the emergency services.

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

Pupils with Epilepsy should not be climbing too high on the apparatus during PE lessons.

### **Offsite visits**

Standard risk assessments will be used and adapted for individuals using information from other records in line with our Education Visits Policy 2016. If deemed necessary the class teacher, parents and the SENCo will meet to discuss and complete any individual risk assessments for pupils with epilepsy to ensure their well-being. It is expected that children will participate in trips and that additional staffing will be identified to enable them to access their learning outside the classroom. A child with epilepsy will be included in the year 6 residential trip and their care plan and individual risk assessment will be reviewed prior to the visits.

Appendix 1: The process of meeting the needs of pupils with a diagnosis of epilepsy.

