



# EPILEPSY POLICY

## Brockley Primary and Nursery School

This policy has been written in line with information provided by Epilepsy Action, DCSF, the LA, the school health service, and agreed by the governing body and staff.

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

Brockley 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 understood by all school staff, including supply staff. This policy ensures that all relevant staff receive training about epilepsy if necessary, about administering emergency medicines. All new staff and regular supply staff will also training.

### **What To Do When A Child With Epilepsy Joins Our School**

When a child with epilepsy joins our school, or a current pupil is diagnosed with the condition the Head teacher arranges a meeting with parents ( and pupil, if appropriate) to establish how the epilepsy may affect their school life. This should include the implications of learning, playing and social development, and out of school activities. They will also discuss any special arrangements that the pupil may require. With the parents' and pupil's permission, epilepsy will be addressed as a whole school issue through Assemblies and circle time activities. Children in the same class will be introduced to epilepsy in a way that they will understand, possible through the use of story books or simple factual books. This will ensure that the child's peers are not frightened if the child has a seizure in class.

### **Record Keeping**

The school nurse and staff will draw up an individual health care plan for the pupil which is signed by the nurse, parents and school. There may be a section where the staff agree to administer medicines if appropriate. The form will be kept in the pupils file and updated as necessary.

In addition the class teacher will place a photo and brief details of the child's condition and what to do in an emergency for the benefit of supply staff.

Each class and the MSA staff will also be given a brief action plan to follow in case of a fit (Appendix A).

### **Medicines**

The individual healthcare plan will identify any medicines or first aid issues of which staff need to be aware. It will state whether the pupil requires emergency medicine and whether the medicine is rectal diazepam or buccal midazolam. It will also contain names of our trained to administer the medicine. If the pupil requires emergency medicine then the plan will also contain details of the correct storage procedures in line with the DCSF guidance found in *Managing Medicines in Schools and Early Years Settings*.

**First Aid**

First Aid for the pupil's seizure type will be included in their healthcare plan and all staff will receive basic training on administering first aid. The procedure for giving basic first aid for tonic clonic seizures will be displayed prominently in all classrooms and the dining hall (See Appendix A).

**Learning And Behaviour**

Brockley primary School recognises that children with epilepsy can have special educational needs because of their condition. If this is the case, the procedures for helping children with special needs will be put in place (See Special Needs Policy).

**School Environment**

Brockley Primary School recognises the importance of having a school environment that supports the needs of children with epilepsy. Any child suffering from epilepsy will be able to rest in a quiet place if necessary away from other children.

The above policy applies equally within the school and at any outdoor activities organised by the school, including school visits. Any concerns held by the pupil or parent, or member of staff will be addressed at a meeting prior to the activity or visit.

## Appendix A

### Action Plan in case of Epileptic Fit (Grand Mal).

#### a) In a classroom or inside school

1. Clear a space around the child so that they do not hit themselves on anything.
2. Put something soft under their head.
3. **NEVER TRY TO PUT ANYTHING INTO THEIR MOUTH.**
4. Start to time the fit.
5. ***Get all the other children out of the classroom/ area immediately.***
6. Call for help to the office/ teaching assistants.
7. If the fit lasts for more than 5 minutes, get someone to dial (9) 999 and state that a child is having a tonic, clonic seizure.
8. Ask someone to phone the child's parents/carers to inform them and ask them to come into school.
9. When the fit is finished, stay with the child and reassure them.
10. Do not give them any food or drink until they have fully recovered.
11. Roll them into the recovery position if possible.

#### b) In The Playground

1. Clear a space around the child so that they do not hit themselves on anything.
  2. Put something soft under their head.
  3. **NEVER TRY TO PUT ANYTHING INTO THEIR MOUTH.**
  4. Start to time the fit.
  5. ***Send the other children into the classrooms and send someone for help.***
  6. Call for help to the office/ teaching assistants.
  7. If the fit lasts for more than 5 minutes, get someone to dial (9) 999 and state that a child is having a tonic, clonic seizure.
  8. Ask someone to phone the child's parents/carers to inform them and ask them to come into school.
  9. When the fit is finished, stay with the child and reassure them.
  10. Do not give them any food or drink until they have fully recovered.
- Roll them into the recovery position if possible

### Petit Mal

This is a non-convulsive seizure. It is important to look out for spells of daydreaming or fluttering eyelids.

These periods of lost consciousness may be frequent and can lead to learning difficulties. A child is totally unaware of having any lapse.

It is not necessary to send a child home, but contact the parents/carers to inform them of the situation.