



WINTERBOURNE NURSERY AND INFANT SCHOOL

School Epilepsy Policy

Approved by: Full Governing Body **Date:** June 2023

Next review due by: June 2024

This policy is intended to ensure that appropriate processes are in place to fully support and safeguard pupils at Winterbourne Nursery & Infant school who have epilepsy. It has been prepared with reference to information available from Young Epilepsy.

School Epilepsy Champion

Our School Epilepsy Champions are the Assistant Head Teachers and the Admin Officer.

Winterbourne Nursery & Infant school will maintain the informal post of School Epilepsy Champions, who has received training in epilepsy and supporting children who have epilepsy in school. The School Epilepsy Champions will take a leading role ensuring that the following epilepsy policy is adhered to, raising awareness of epilepsy within the school, identifying further training needs within the school as they arise and maintaining links with Young Epilepsy. The School Epilepsy Champions will also become a resource for colleagues in school, by sharing both their knowledge of epilepsy and classroom strategies. Prior to our School Epilepsy Champions leaving the school the Headteacher will ensure that new Champions are appointed and trained.

Communication - With Parents

When a pupil who has epilepsy joins Winterbourne Nursery & Infant school or an existing student is diagnosed with epilepsy, a meeting will be arranged with the parents (and pupil where appropriate) to:

- Discuss the pupil's medical needs, including the type of epilepsy he or she has.
- Discuss if and how the pupil's epilepsy and medication affect his or her ability to concentrate and learn, and how the pupil can be supported with this.
- Discuss any potential barriers to the pupil taking part in all activities and school life, including day and residential trips, and how these barriers can be overcome.
- Advise parents and the pupil of the school's epilepsy policy and the presence of the School Epilepsy Champion.
- Discuss with parents and the pupil the arrangements for ensuring that all relevant staff are trained and other pupils are epilepsy aware.
- Ensure that both medical prescription and parental consent are in place for staff to administer any necessary medication.
- Initiate the completion of an Individual Healthcare Plan, including types of seizures, symptoms, possible triggers, procedures before and after a seizure and medicines to be administered.
- Initiate the completion of an Individual Education Plan for the pupil.
- Discuss how the school, parents and pupil can best share information about the pupil's progress in school and any changes to his or her epilepsy and medication.

A record of what was discussed and agreed at this meeting will be kept by the school.

After the initial meeting, the school will continue to share information with the pupil's parents and to involve the parents in any decision making process. Where appropriate the pupil will also be involved in this process.

With Health Professionals

Winterbourne Nursery & Infant school recognises that information held by the school, such as changes to the pupil's seizure patterns and changes to the pupil's behaviour, may be extremely useful to the pupil's healthcare team. Where appropriate and with the parents' permission Winterbourne Nursery & Infant school will share this information, either via the parents, or directly, with the pupil's healthcare team. Winterbourne Nursery & Infant school will also encourage information sharing between health and education, for example changes in medication or seizure patterns.

With School staff

All appropriate staff, including teachers and office staff will be told which children in the school have epilepsy, and what type of epilepsy they have. All staff (teaching and support) who are responsible for a child with epilepsy, will receive basic epilepsy awareness training, including what to do if a child has a seizure. New staff will be given this information as part of their induction. Supply staff, who will be responsible for a child with epilepsy, will be given information about epilepsy, including what to do if a child has a seizure, before they begin working in the school.

At the beginning of the academic year or immediately following the pupil's diagnosis, a meeting will be arranged to discuss the pupils support needs. At this meeting all attendees will be given a copy of the pupils Individual Education Plan and Individual Health Plan.

One named member of staff will take responsibility for sharing any changes to the pupil's Individual Healthcare Plan and Individual Education Plan, with appropriate members of staff.

With the pupils who have epilepsy

The school will give 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.

School Life

An inclusive environment

Pupils with epilepsy will not be isolated or stigmatised and will be allowed to take a full part in the school curriculum and school life, including activities and school trips (day and residential). Parents and staff will discuss any special requirements prior to such events.

Staff will consider the adjustments necessary to enable the pupil to participate fully in school life and to reach their full potential. This might include changes to timetables, playtime and lunchtimes. These adjustments will be recorded and shared with other appropriate members of staff.

Raised Awareness

The School Epilepsy Champions will ensure that awareness of epilepsy is raised across the whole school community. Particular attention will be given to the pupil's peer group so that

they know what to expect, are not scared by a seizure and know what to do if a pupil has a seizure.

Education

All pupils who have epilepsy will have an Individual Education Plan. The pupil's teachers will keep records detailing the pupil's achievement, behaviour, memory, concentration and energy levels.

The pupil's teacher will review his or her progress termly. If any problems are identified the teacher will meet with the SENCO / the School Nurse / the Epilepsy Champions, to discuss and agree strategies for supporting the pupil.

The pupil will also be encouraged to reflect upon his or her achievements and whether he or she feels that his or her education is being affected by his or her epilepsy.

Any changes or problems identified, as well as strategies for supporting the pupil, will be discussed with the pupil's parents and, when appropriate, with the pupil. It may be appropriate to share information about these changes with the pupil's healthcare providers. If appropriate the pupil may undergo an assessment by an educational or neuropsychologist.

Any changes to the pupil's Individual Education Plan will be shared with the appropriate members of staff.

Medical Needs

The pupil's Individual Healthcare Plan will be kept in the school office. The pupil's form teacher will be responsible for reviewing the plan at least once a term and will advise other appropriate staff of any changes.

All staff (including support staff) will be trained in first aid appropriate for the pupil's seizure type. The first aid procedure will be prominently displayed in all classrooms.

If appropriate, a record will be kept of the pupil's seizures, so that any changes to seizure patterns can be identified and so that this information can be shared with the pupil's parents and healthcare team.

The pupil's Individual Healthcare Plan will include the names and contact details of the staff trained to administer medication. There will be a trained member of staff available at all times to deliver emergency medication. Details of who that member of staff is and how to contact them will be kept with the pupil's Individual Healthcare Plan. We will ensure that enough staff are trained and available, so that even if the person who usually administers emergency medication is unexpectedly absent, there will still be a trained member of staff available to administer the emergency medication.

A record of staff trained in administering emergency medication will be kept with the Individual Healthcare Plan.

A medical room with a bed will be kept available, so that if needed, the pupil will be able to rest following a seizure, in a safe supervised place.

Useful forms available from Young Epilepsy

The following can be requested from Young Epilepsy by emailing info@youngepilepsy.org.uk:

- Contact details form,
- Current medication record.
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The following can be downloaded from the Young Epilepsy website:

- [Individual Healthcare Plan](#),
- [Record of the Use of Emergency Medication](#),
- [Seizure Record Chart](#),
- [Seizure Description Chart](#).

I HAVE TAKEN THIS PARAGH FROM THE EPILEPSY SOCIETY WEBSITE

What if my child has a seizure at school?

[Learn more about supporting your child with their epilepsy with our free online course for parents and carers](#)

School staff need to know how to recognise your child's seizures and how to deal with them. Your child's IHP should give detailed information about their seizures and what first aid they need. The IHP should be easily accessible to all members of staff who might be with your child when they have a seizure.

The IHP should also say what school should do after your child has a seizure. For example: does your child need a place to rest before getting back to their lessons, or do you want school to call you so you can pick them up? If your child needs to go to the school office or medical room they should not go, there alone. School staff should make sure that a suitable person, such as an adult or a responsible pupil, goes with them.

Emergency situations

Most seizures are not a medical emergency. But it's important for school to know what an emergency is for your child and what to do if it happens. They should write this information in your child's IHP and make sure all staff in contact with your child are familiar with it.

If you're not sure what an emergency situation is for your child, ask their specialist or epilepsy nurse. But as a general rule, it's an emergency if:

- A tonic-clonic seizure lasts for longer than 5 minutes
- Your child has one tonic-clonic seizure after another without regaining consciousness in between
- They are severely injured as a result of a seizure

Training and awareness for staff and pupils

The school should make sure staff have training to understand epilepsy and how to manage seizures at school. They should also make sure other pupils know to contact a member of staff immediately if your child has a seizure. We have resources to help: