

Forres Sandle Manor (Non-Academic) Policy

Policy Title	Epilepsy Policy
Policy Lead (Appointment (& Initials))	Head Matron (NB)
Date of Last Review	February 2020
Date of Next Review	February 2021

EPILEPSY

Pupils with epilepsy are welcome in school. They are encouraged to take a full part in all activities in the school.

FSM will work closely with pupils and parents and individual healthcare plans will be produced and kept for each pupil with epilepsy. Care plans will be written by parents, pupils, Head Matron and, in the case of a boarder, the Head of Boarding.

All staff will be given the information they need on how to manage a child with epilepsy, especially if they are taking a child off site.

An updated list of pupils with important medical needs is displayed in the staff room.

Once a care plan has been written it will be discussed with the child and, if their permission is given, their peer group will be given an explanation of epilepsy and how to help should a seizure occur.

Medication for Boarders will be kept in the locked medical cupboard in the surgery. It should be unnecessary for a day pupil to require medication at school but if this is the case, it will also be kept locked in the medical cupboard in the surgery. If a child goes off site on a residential outing, their medication will be sent and staff accompanying the trip will be fully briefed.

Staff will be notified immediately if any new pupils arrive with this condition.

EPILEPSY PROTOCOL

There are three main types of epilepsy:

- Absence seizures (petit mal) where the pupil will have short periods of absence
- Temporal lobe seizure (complex partial seizures) where the pupil has an altered consciousness and may do inappropriate things. They are not unconscious
- Tonic-clonic seizure (grand mal) where the pupil has a seizure which normally has three phases. They are unconscious during the seizure.

MANAGEMENT

Absence Seizures

- A general understanding of what has happened is sufficient.
- In a classroom setting the pupil will have missed information.

Temporal Lobe Seizure

- Do not try to stop the seizure.
- The pupil may do inappropriate things.
- Talk reassuringly.
- If they put themselves in danger, guide them around obstacles to safety.
- Only stop them moving if they are in difficulty.

Tonic- Clonic Seizure

- Let the seizure run its course.
- Do not restrict movement.
- Only move the pupil if they are in danger.
- If in school, summon the Matron to attend.
- Cushion the head but do not restrict movement.
- Do not force anything between the teeth.
- After the convulsions have finished, put the pupil in the recovery position to maintain their air way.
- Reassure the pupil during the confused period after the convulsion.
- There is no need for an ambulance to be called, unless this is their first seizure or it becomes medical emergency.
- Reassure any pupils who may be disturbed by what they have seen.

MEDICAL EMERGENCY

On rare occasions, a seizure may become a medical emergency. This is when:

- The seizure shows no sign of stopping after 5 minutes.
- A second seizure occurs before the pupil has regained consciousness.
- The pupil injures themselves during the seizure.

In such instance, an ambulance should be called. A Matron or member of staff will accompany the child and parents will be informed immediately.

RECORD KEEPING

Full details of any seizures that occur in school, or on an activity or residential trip off-site, will be recorded on the pupil's medical records on SchoolBase.