



Example School Epilepsy Policies

This document contains three approaches that schools can take towards ensuring the needs of any pupil with epilepsy are met within the policy framework of the school.

This document is a guide. You may simply to adopt one of the models, or you may wish to adapt it to meet your schools individual needs.

1. Example Paragraph

To include in your schools Inclusion Policy

Supporting Children with Epilepsy

..... 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. 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.



2. Example School Epilepsy Policy (a)

This policy is intended to ensure thatschool fully meets the needs of pupils who have epilepsy and that all pupils who have epilepsy achieve to their full potential. It has been prepared with reference to information available from Young Epilepsy.

..... school will ensure at least one member of staff has training in epilepsy and supporting children who have epilepsy in school medically, socially and academically. That person will lead on ensuring that the epilepsy policy is followed.

.....school will ensure that all pupils who have epilepsy achieve to their full potential by:

- Keeping careful and appropriate records of students who have epilepsy
- Recording any changes in behaviour or levels / rates of achievement, as these could be due to the pupil's epilepsy or medication
- Closely monitoring whether the pupil is achieving to their full potential
- Tackling any problems early

.....school will ensure that all pupils with epilepsy are fully included in school life, and are not isolated or stigmatised. We will do this by:

- Offering support in school with a mentoring or 'buddying' system to help broaden understanding of epilepsy
- Supporting pupils to take a full part in all activities and outings (day and residential)
- Making necessary adjustments e.g. exam timings, coursework deadlines, timetables
- 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.
- Raising awareness of epilepsy across the whole school community, including pupils, staff and parents.

.....school will liaise fully with parents and health professionals by:

- Letting parents know what is going on in school
- Asking for information about a pupil's healthcare, so that we can fully meet their medical needs
- Asking for information about if or how the pupil's epilepsy and medication affect their concentration and ability to learn
- Informing parents and health professionals (with the parent's permission) of changes to the pupil's achievement, concentration, behaviour and seizure patterns.

We will ensure that staff are epilepsy aware and know what to do if a pupil has a seizure.

If needed, there will be an appropriately trained member of staff available at all times to deliver emergency medication.



3. Example School Epilepsy Policy (b) Including the role of School Epilepsy Champion

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

School Epilepsy Champion

Our School Epilepsy Champion is _____
..... school will maintain the informal post of a School Epilepsy Champion, who has received training in epilepsy and supporting children who have epilepsy in school. The School Epilepsy Champion 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 Champion will also become a resource for colleagues in school, by sharing both their knowledge of epilepsy and classroom strategies. Prior to our School Epilepsy Champion leaving the school the [head teacher] will ensure that a new Champion is appointed and trained.

Communication

With Parents

When a pupil who has epilepsy joins 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

..... 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 school will share this information, either via the parents, or directly, with the pupil's healthcare team. 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, exam timings and coursework deadlines. These adjustments will be recorded and shared with other appropriate members of staff.

Raised Awareness

The School Epilepsy Champion 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.

Mentor / Buddy

The school will offer support by providing a mentor or buddy for the pupil.

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.

For primary school children: 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 Champion, to discuss and agree strategies for supporting the pupil.

For pupils at secondary school students: once a term the pupil's teachers will review the pupil's progress in their subject, and inform the form tutor if the child is not achieving to their full potential or is experiencing problems with concentration etc. If any problems are identified the form tutor will meet with the pupil's teachers / the SENCO / the School Nurse / the Epilepsy Champion, 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 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.

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](#).