

# Downs Way School Epilepsy Policy

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

This policy has been written in line with information provided by NCYPE, the DCFS, the local authority, the school health service, the governing body and staff.

## **Aims**

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

We aim to support children with epilepsy in all aspects of school life and encourage 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 and, if necessary, about administering emergency medicines. All new staff and supply staff will receive 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 the parents 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 parent's and pupil's permission, epilepsy will be addressed as a whole school issue through assemblies and circle times.

Children in the same class will be introduced to epilepsy in a way that they will understand, possibly through the use of story books or simple factual books. This will ensure that the child's classmates are not frightened if the child has a seizure in class.

## **Record Keeping**

The school, in consultation with the child's parents, will draw up an individual healthcare plan (IHP) for the pupil. There will be a section where staff are able to sign if they agree to administer medicines if appropriate.

The form will be kept in the Administration of Medicines file in the office and will be updated as necessary. Emergency contact numbers will be kept in the contact book and on file. In addition, the school has produced an emergency epilepsy plan for all staff to follow.

A photo and brief details of the child's condition are put on the school medical information list that is on view in the office, in the classrooms and in the Hall for the use of lunchtime staff.

### **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, it will also contain the names of staff 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*.

This emergency information and medication is kept in a sealed unit in the class of the pupil and is taken whenever the child leaves the building.

### **First Aid**

First Aid for the pupil's seizure type will be included on their IHP and all staff will receive basic training on administering first aid.

### **Learning and Behaviour**

At Downs Way School we recognise 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 SEN Policy).

### **School Environment**

Our 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.

### **School Epilepsy Champion**

Our epilepsy champion has received training and information on epilepsy from the NCYPE. She is a resource to all school staff and can advise or assist staff herself or contact the NYCPE at any point if further guidance is required.

Our epilepsy champion is: Mrs Sue Palmer

Reviewed: Spring Term 2013

Review Date: Spring Term 2016