



The Champions for Childhood Epilepsy Campaign Example School Epilepsy Policies

Tips on writing your School Epilepsy Policy

This document contains two examples of School Epilepsy Policies. They are intended to provide you with a starting point, when producing your policy. As all schools work differently, your School Epilepsy Policy may look very different from these. The important thing is that your policy works for your school and your pupils.

When writing your School Epilepsy Policy, as well as referring to the two example policies below you may find it helpful to read 'Writing or reviewing your School Epilepsy Policy', which is also available from the NCYPE. 'Writing or reviewing your School Epilepsy Policy' contains a list of helpful questions which you will need to consider when writing your School Epilepsy Policy.

Don't look at your School Epilepsy Policy in isolation. For example you may also need to update your schools Health and Safety Policy, or you might incorporate your Epilepsy Policy in to the Health and Safety Policy. Are there any other policies you need to update?

Once you have completed your School Epilepsy Policy we would be happy to review and endorse it for you. Or if you need further information and support we would be happy to help. Please email campaign@ncype.org.uk or phone Alison and Sarah on 01342 831 340.



Example School Epilepsy Policy (a)

This policy is intended to ensure that [name of school] 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 the National Centre for Young People with Epilepsy (NCYPE) [insert other sources].

Our School Epilepsy Champion is _____
[Name of the 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.

[Name of 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

[Name of 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

[Name of 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 a trained member of staff available at all times to deliver emergency medication.

Awareness of epilepsy will be raised across the whole school community, including pupils, staff and parents.

Example School Epilepsy Policy (b)

This policy is intended to ensure that appropriate processes are in place to fully support and safeguard pupils at [name of school] who have epilepsy. It has been prepared with reference to information available from the National Centre for Young People with Epilepsy (NCYPE) [insert other sources].

School Epilepsy Champion

Our School Epilepsy Champion is _____
 [Name of the 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 the NCYPE. 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 [name of school] or an existing student is diagnosed with epilepsy, the [head teacher / class teacher / school nurse / School Epilepsy Champion] will meet with the parents [and pupil] 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 Planⁱ, 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 schoolⁱⁱ.

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 [Name of 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 [name of school] will share this information, either via the parents, or directly, with the pupil's healthcare team. [Name of school] will also encourage information sharing between health and education, for example changes in medication or seizure patterns.

With School staff All staff, including teachers and office staff will be told which children in the school have epilepsy, and what type of epilepsy they have, at [staff meeting / inset day]. 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, [the pupil's teachers, the SENCO, the school nurse, the epilepsy champion and any other appropriate members of staff] will meet 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.

The pupils [teacher / form tutor / SENCO] will be responsible for sharing any changes to the pupil's Individual Healthcare Plan and Individual Education Plan, with appropriate members of staff [by email / at staff meetings].

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 / parents], to discuss strategies for supporting the pupil.

For pupils at secondary school, [once a term] the pupil's teachers will review the pupil's progress in their subject, and inform the [pupil's 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 / parents / 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 [by email / at staff meetings].

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 is to advise other appropriate staff of any changes [by email / at staff meetings].

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 teamⁱⁱⁱ.

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 the NCYPE

The following forms can be downloaded from the NCYPE website,

- Contact details form, <http://www.ncype.org.uk/dmdocuments/contact-details.pdf>
- Current medication record, <http://www.ncype.org.uk/dmdocuments/current-medication.pdf>
- Individual Healthcare Plan, <http://www.ncype.org.uk/dmdocuments/individual-health-plan.pdf>
- Record of the use of emergency medication, <http://www.ncype.org.uk/dmdocuments/emergency-medication.pdf>
- Seizure description chart, <http://www.ncype.org.uk/dmdocuments/seizure-description-chart.pdf>
- Seizure record chart, <http://www.ncype.org.uk/dmdocuments/seizure-record-chart.pdf>

ⁱ See the NCYPE's form Individual Healthcare Plan, <http://www.ncype.org.uk/dmdocuments/individual-health-plan.pdf>

ⁱⁱ See the following forms available from the NCYPE website,

- Contact details form, <http://www.ncype.org.uk/dmdocuments/contact-details.pdf>
- Current medication record, <http://www.ncype.org.uk/dmdocuments/current-medication.pdf>
- Individual Healthcare Plan, <http://www.ncype.org.uk/dmdocuments/individual-health-plan.pdf>
- Record of the use of emergency medication, <http://www.ncype.org.uk/dmdocuments/emergency-medication.pdf>
- Seizure description chart, <http://www.ncype.org.uk/dmdocuments/seizure-description-chart.pdf>
- Seizure record chart, <http://www.ncype.org.uk/dmdocuments/seizure-record-chart.pdf>

ⁱⁱⁱ Seizure record chart, <http://www.ncype.org.uk/dmdocuments/seizure-record-chart.pdf>