

SNAITH PRIMARY SCHOOL



Epilepsy Policy

Date policy was updated	October 2022
Approved by Governors	
This policy will be reviewed (Unless required before.)	Every 2 years
Person responsible for the policy	Victoria Chesworth

This policy is intended to ensure that Snaith Primary 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 Young Epilepsy.

Snaith Primary School will ensure that 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.

Communication with parents

When a pupil who has epilepsy joins Snaith Primary 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.
- 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 Professional

Snaith Primary 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 Snaith Primary School will share this information, either via the parents, or directly, with the pupil's healthcare team. Snaith Primary 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, where appropriate, 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 reasonable 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 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.

First aid procedures are readily available and displayed in the classroom. A copy of this will be in the first aid bag which goes onto the playground.

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, to discuss and agree strategies for supporting the pupil.

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 a 'green folder' in accordance with school procedure for children with medical needs. The pupil's teacher will be responsible for reviewing the plan at least once a term and will advise other appropriate staff of any changes.

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.