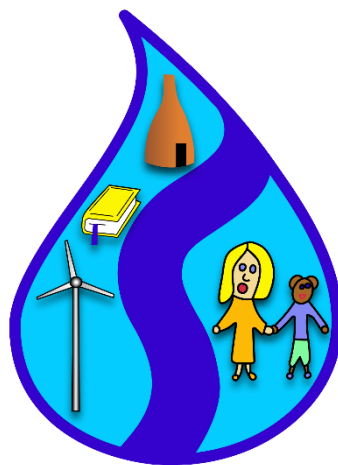


Waterside Primary School



Epilepsy Policy

Reviewed Date	Reviewed By	Ratified
30.03.26	L Willis	

1. Policy Statement

Our school is committed to ensuring that all pupils with epilepsy are fully included, safe, and supported to access learning, enrichment, and wider school life. We recognise epilepsy as a medical condition that may require individualised care, staff training, and clear emergency procedures.

This policy outlines how we identify, support, and respond to the needs of pupils with epilepsy.

2. Aims

- To ensure pupils with epilepsy are safe and fully included in school life.
- To provide staff with clear guidance on recognising and responding to seizures.
- To ensure all medication is stored, administered, and monitored safely.
- To work in partnership with parents, carers, and healthcare professionals.
- To reduce risks and remove barriers to participation.

3. Roles and Responsibilities

Headteacher

- Ensures the policy is implemented and reviewed annually.
- Ensures staff receive appropriate training.
- Oversees risk assessments for pupils with epilepsy.

SENCO / Medical Lead

- Maintains the school's **Epilepsy Register**.
- Coordinates Individual Healthcare Plans (IHPs).
- Liaises with parents and health professionals.
- Ensures medication is in date and stored appropriately.

Class Teachers & Support Staff

- Know the pupils with epilepsy in their care.
- Follow the IHP and emergency procedures.
- Ensure medication is taken on trips and off-site activities.
- Record and report any seizures.

Parents/Carers

- Provide up-to-date medical information.
- Supply in-date medication and emergency instructions.
- Update the school after any medical review or change in treatment.

4. Identification and Medical Information

When a child is diagnosed with epilepsy, the school will:

- Request written medical confirmation.
- Obtain a **Healthcare/Epilepsy Plan** from the child's epilepsy nurse or paediatrician.
- Gather information on seizure types, triggers, medication, and emergency procedures.

- Add the child to the **Epilepsy Register**.

5. Individual Healthcare Plan (IHP)

Every child with epilepsy will have an IHP that includes:

- Description of seizure types
- Known triggers
- Medication schedule
- Emergency medication instructions (if prescribed)
- When to call 999
- Post-seizure care
- Staff responsibilities
- Arrangements for trips, clubs, and PE

The IHP will be reviewed:

- Annually
- After any seizure in school
- After any change in medical advice

6. Medication Management

- Parents must supply **in-date medication** clearly labelled with the child's name.
- Emergency medication (e.g., buccal midazolam) will be stored securely but **quickly accessible**.
- Medication will accompany the child on all trips and off-site activities.
- Expiry dates will be checked termly.
- Only trained staff will administer emergency medication.

7. Staff Training

Relevant staff will receive training on:

- Recognising different seizure types
- Safe first aid during a seizure
- Administering emergency medication (if required)
- Recording and reporting seizures
- Supporting recovery

Training will be refreshed annually or after any incident.

8. Seizure Management

8.1 If the child has a typical or mild seizure

Staff will:

1. Stay with the child and keep them safe.
2. Move objects away to prevent injury.

3. Time the seizure.
4. Allow the seizure to finish naturally.
5. Support the child during recovery.
6. Inform parents.
7. Record the incident.

8.2 If the child has a prolonged or atypical seizure

Staff will:

1. Administer emergency medication if prescribed.
2. **Call 999** if:
 - The seizure lasts longer than the time stated in the IHP
 - A second seizure begins without recovery
 - The child is injured
 - It is their first seizure
 - Staff are worried at any point
3. Place the child in the recovery position once the seizure stops.
4. Contact parents.
5. Record the incident and review the IHP.

9. Inclusion and Participation

Pupils with epilepsy will be supported to take part in:

- PE and swimming (with appropriate risk assessment)
- School trips and residentials
- Clubs and enrichment activities
- Classroom activities requiring adjustments

Risk assessments will be completed for higher-risk activities.

10. Record Keeping

The school will maintain:

- An up-to-date Epilepsy Register
- Individual Healthcare Plans
- Records of seizures and medication administration
- Training logs for staff

11. Review of Policy

This policy will be reviewed annually or sooner if:

- There is a significant incident
- Medical guidance changes

- A child's needs change