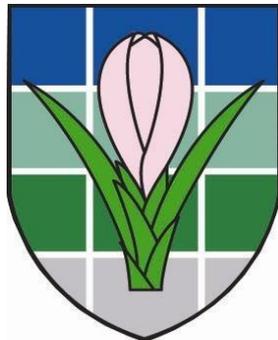


Saffron Walden County High School



FIRST AID, MEDICINES AND INTIMATE CARE – Epilepsy Policy

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

Communication

With Parents

When a pupil who has epilepsy joins SWCHS 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 their 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.
- 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 Health Care Plan, including types of seizures, symptoms, possible triggers, procedures before and after a seizure and medicines to be administered.
- 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.

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.

School Life

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 course work deadlines. These adjustments will be recorded and shared with other appropriate members of staff.

Medical Needs

The pupil's Individual Healthcare Plan will be kept in the medical room. The school nurse will be responsible for reviewing the plan at least once a term and will advise other appropriate staff of any changes.

All first aid staff will receive training regarding epilepsy and actions to take.

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.

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