

## **Epilepsy & Seizures Policy**



#### Help for non-English speakers

If you need help to understand the information in this policy please contact Jennings Street School – Ph: 9360 9322 or Jennings.street.sch@education.vic.gov.au.

#### **Definitions:**

**Epilepsy** is a medical condition that occurs as a result of a brief electrochemical disturbance in the brain causing recurring seizures. For most people seizures are well controlled with medication. Most seizures are spontaneous and brief. However, multiple seizures known as clusters can occur over a 24 hour period. Several different kinds of seizures can be experienced by people with epilepsy. These all involve sudden, unexpected, altered levels of consciousness that may produce uncharacteristic behaviour for a brief or extended period.

Non-epileptic seizures (NES), are a lso known as dissociative seizures. There are 2 types of non-epileptic seizures:

- Organic NES which have a physical cause
- Psychogenic NES which are caused by mental or emotional processes.

#### **Seizure Triggers:**

A term used to describe known circumstances where the individual may have an increased likelihood of having a seizure. Seizure triggers are unique to an individual. Some common triggers are:

- Stress
- Lack of sleep
- Heat
- Illness
- Missed medication
- Change of medication

The clientele of a special school has a much higher than average percentage of students that suffer from epilepsy therefore our school must ensure that all staff are aware of the possible symptoms, have the knowledge, education and skills to deal with potential situations within a school environment.

#### **Purpose:**

To ensure that schools support students diagnosed with epilepsy and students having a non-epileptic seizure event appropriately, and to manage epilepsy and epilepsy sufferers as effectively and efficiently as possible at school.



#### **Implementation:**

- In the event of an epileptic seizure always stay calm, protect (rather than restrain) the person, remain with them and reassure them
- An Incident Report is to be completed at the time of each seizure.
- Schools must have the following documents' in place:
  - o Student Health Support Plan
  - o Epilepsy Management Plan
  - o Emergency Medication Management Plan
- To ensure that staff have a current knowledge of epilepsy, and emergency management procedures, all key stakeholders will undertake relevant training.
- Within the Jennings Street School staff induction program, new staff will be provided with the Epilepsy Policy, information about epilepsy education including possible types of seizures, possible triggers, safely managing seizures and where to obtain further information
- Consistent with the Jennings Street School Administration of Medication Policy:
  - Any medication to be administered for epilepsy is to be stored in a locked cupboard in the classroom.
- All students with epilepsy must have an up to date (Annual) written epilepsy
  management plan completed by their physician, information contained within this
  must include:
  - 1. Epilepsy diagnosis
  - 2. Seizure pattern, frequency, general duration and nature of seizure.
  - 3. Known triggers
  - 4. Type of medication and dosage to be administered if appropriate
  - 5. When to call for emergency medical assistance such as an ambulance
- Epilepsy Management Plans will be attached to the student's medical records kept in the office for reference and one to be kept and displayed in the student's classroom and provided to all Specialist Teachers and areas.
- If a student takes medication to manage their epilepsy, parents must also supply a Medication Authority form completed by a health professional. If emergency Medication is prescribed, then the School must hold an 'Emergency Medication Management Plan'.
- Students with epilepsy participating in a swimming program must have consent from their physician and provided with 1:1 support in the pool if deemed by the physician.



- Parents/guardians are responsible for ensuring their children have an adequate supply of appropriate epilepsy medication with them at school at all times.
- Epilepsy medication administered at school must be consistent with the information provided on the "Medication Request Form" completed by parents/guardians.
- The administering and handling of epilepsy medications must be consistent with the steps outlined within the Jennings Street School "Medication Policy".
- If parents have not supplied the School with an Epilepsy Management Plan, Staff at Jennings Street School will manage the seizure as per their training by Epilepsy Foundation of Victoria.
- Students with Epilepsy require written instructions from their doctor permitting them to participate in aquatic activities. This will be sought at the commencement of the school year. These students may not participate in aquatic activities without the express written consent of their doctor.
- Staff members that work with students with epilepsy to be trained and assessed to correctly administer epilepsy medication/follow the epilepsy management plan

An ambulance is to be called if the following applies:

- 1. The seizure exceeds the time documented in the individual management plan
- 2. The seizure lasts more than 5 minutes
- 3. The person remains unconscious, or a serious injury has occurred.
- 4. You are unsure if it is a seizure, or it is possibly the **first s**eizure the child has had, or there is no epilepsy management plan
- 5. You do not know the student or the seizure occurs in water

#### Relevant Legislation

Medical conditions, such as epilepsy, are considered a disability under both state and federal anti-discrimination laws. Under the Equal Opportunity Act 2010 (Vic) and the Disability Discrimination Act 1992 (Cth), Occupational Health & Safety Ach 2004 (Vic) schools have a positive obligation to make reasonable and necessary adjustments for students with medical conditions such as epilepsy, to enable them to access and to participate in their education on the same basis as their peers.

This legal obligation arises regardless of whether they are funded under the Program for Students with Disabilities (PSD).



Further information can be found at <a href="http://www.epilepsyfoundation.org.au/">http://www.epilepsyfoundation.org.au/</a>

#### **Related Policies**

- Duty of Care
- Health Care Needs
- Medication
- Aquatics Program policy

#### **EVALUATION**

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

<b>Date Implemented</b>	01/06/2015
Author	Policy sub committee
Approved By	Jennings Street School Council
Approval Authority (Signature & Date)	
Date Reviewed	11 /10/2023
Responsible for Review	Meliz Ramadan & policy sub committee
Review Date	11 /10/2024
References	

01.06.2015 - v0 -	date of implementation		
14.06.2017 - v1 -	update link to Epilepsy Foundation; update to current Epilepsy Management Plan		
	update Aquatics Program Permission form		
27.11.2019 – v2 -	addition or "related legislation"		
12.02.2020 - v3 -	some formatting changes and updated review box & footer		
V.12.10 2022	formatting changes, simplify process around logging seizures, removal of		
information pertaining to swimming, it is contained within the aquatics policy, include phone number in			
translation info, update footer and evaluation box			

V11.10.2023 - Grammar and formatting updated, update person responsible, footer and evaluation box updated





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. 3.-My-seizures-are-triggered-by:-(if-not-known, -write-no-known-triggers)¶



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- 4.-Changes-in-my-behaviour-that-may-indicate-a-seizure-could-occur:¶
- (For example pacing, sad, irritability, poor appetite, usually very mobile but now sitting quietly)

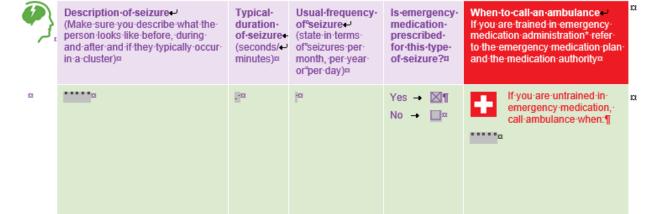


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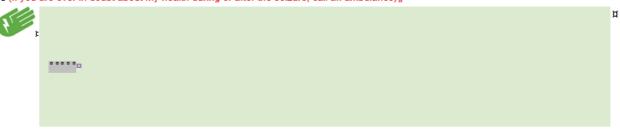
- 5.-My-seizure-description-and-seizure-support-needs:¶
- (Complete a separate row for each type of seizure use brief, concise language to describe each seizure type.)



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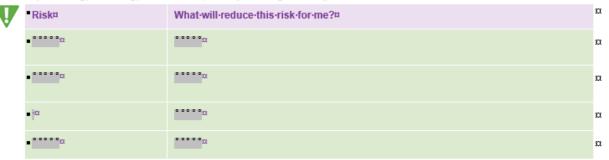


- 6.+How-I-want-to-be-supported-during-a-seizure:-¶
- Specify-the-support-needed-during-each-of-the-different-seizure-types.¶
- (If-you-are-ever-in-doubt-about-my-health-during-or-after-the-seizure, call-an-ambulance)¶





- 7.-My-specific-post-seizure-support:¶
   State-how-a-support-person-would-know-when-l-have-regained-my-usual-awareness-and-how-long-it-typically-takes-for-me-to-fully recover. How-l-want-to-be-supported. Describe-what-my-post-seizure-behaviour-may-look-like.¶
- 8.-My-risk/safety-alerts:-¶
- For example bathing, swimming, use of helmet, mobility following seizure.¶



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Australia·wide·epilepsy·help·line·1300·852·853



- If-'yes'-describe:¶



This-plan-has-been-co-ordinated-by:¶

■Name:·· <sup>e • • • • •</sup> ¤	Organisation-(if-any): ******¤	n
■Telephone·numbers:··□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□		n
■ Association-with-person: (For-example-treating-doctor, parent, key-worker-in-group-home, case-manager) □	au	n
Client/parent/guardian-signature-(if-under-age):      □		n

Endorsement-by-treating-doctor:¶



EPILEPSY POLICY. v11.10.2023

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