
LEGACY PREPARATORY CHARTER ACADEMY



School Epilepsy/Seizure Policy

This policy is intended to ensure that appropriate processes are in place to fully support and safeguard students at Legacy Preparatory Charter Academy who have epilepsy/seizures. It has been prepared with reference to information available from Young Epilepsy and the Epilepsy Foundation.

Communication

With Parents

When a student who has epilepsy joins Legacy Preparatory Charter Academy or an existing student is diagnosed with epilepsy/seizure, a meeting will be arranged with the parents (and student where appropriate) to:

- *Discuss the student's medical needs, including the type of epilepsy he or she has.
- *Discuss if and how the student's epilepsy and medication affect his or her ability to concentrate and learn, and how the student can be supported.
- *Discuss any potential barriers to the student participating in school activities, including field trips, and how these barriers can be overcome.
- *Advise parents and the student of the school's epilepsy/seizure policy.
- *Discuss with parents and student the process for ensuring that all staff are trained.
- *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 seizure, symptoms, possible triggers, procedures before and after a seizure, and medications to be administered.
- *Initiate a referral to the **School Intervention Team for a 504 Plan**, if the student's medical condition limits a major life activity (i.e. learning).
- *Discuss how the school, parents and student will communicate about the student's progress in school and any changes to his or her epilepsy/seizures and medication.

The Individual Healthcare Plan will be secured in the nurse/school medic's office while the 504 Plan will be created and monitored in the ESPED system.

With Health Professionals

Legacy Preparatory Charter Academy recognizes that information held by the school, such as changes to the student's seizure patterns and changes to the student's behavior may be extremely useful to the student's healthcare team. Where appropriate and with the parents' permission, Legacy Preparatory Charter Academy will share this information, either via the parents, or directly with the student's healthcare team. Legacy Preparatory Charter Academy will also encourage communication between the health professionals and the school personnel, for example changes in medication or seizure patterns.

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With School Staff

All appropriate staff, including teachers, aides, and office staff, will be advised which children in the school have epilepsy. 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 well. Substitute staff that 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 or in the substitute folder.

At the beginning of the academic year or immediately following the student'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 student's Individual Health Plan. The nurse/school medic will take responsibility for sharing any changes to the student's Individual Healthcare Plan.

Advocating for Students with Epilepsy

The school will give voice to the views of students with epilepsy, specifically in regards to feeling safe and receiving respect from students in the school.

School Life

An inclusive environment

Students with epilepsy will not be isolated or stigmatized and will be allowed to participate fully in all school activities, including school field trips and other extracurricular activities. Parents and staff will discuss any special requirements prior to such activities.

Staff will consider the accommodations necessary to enable the student to participate fully in all classes in order to reach his/her full potential, academically, socially and emotionally. Accommodations for extended time or other support on daily assignments, class and/or state assessments will be discussed during the School Intervention Team meeting. The accommodations included in the 504 Plan will be recorded and shared with the appropriate staff.

Raised Awareness

The school will ensure that awareness of epilepsy is increased across the whole school community. Particular attention will be given to the student's peer group so that they know what to expect in the event that a student has a seizure in the school.

Education

If it is determined by the **Student Intervention Team** that the student's medical condition limits a major life activity such as learning, a 504 Plan can be developed to provide the necessary academic support. The student's teachers will keep records detailing the student's achievement, behavior, memory, concentration and energy levels.

Primary School Students: The teachers will review the student's progress each six weeks. If any concerns are identified, the teacher will refer the student to the **Student Intervention Team**. If deemed necessary, a 504 Plan will be developed

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to provide teachers with strategies and/or interventions for academic support of the student whose medical condition limits a major life activity such as learning.

Secondary School Students: At the end of the grading term, the teachers will review the student's progress in each subject. If any concerns are identified, the teacher will refer the student to the **Student Intervention Team**. If deemed necessary, a 504 Plan will be developed to provide teachers with strategies and/or interventions for academic support of the student whose medical condition limits a major life activity such as learning.

The student 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 student, will be discussed with you student's parents and, when appropriate, with the student. It may be appropriate to share information about these changes with the student's healthcare provider.

Medical Needs

The student's Individual Healthcare Plan will be kept in the nurse/school medic's office. The student's teachers will be given a copy of the plan and will review it periodically to ensure the most appropriate care for the student. The teacher will advise the nurse/school medic and other appropriate staff of any changes.

All staff (including support staff) will be trained in first aid appropriate for seizures.

If appropriate, a record will be kept by the nurse/school medic of the student's seizures so that any changes to seizure patterns can be identified and information can be shared with the student's parents and healthcare team.

The students 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 staff member is and how to contact them will be kept with the students Individual Healthcare Plan. The healthcare team 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 (clinic) with a bed will be available, so that if needed, the student will be able to rest following a seizure, in a safe supervised place.
