



Francis Jordan Catholic School

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EPILEPSY AND SEIZURE MANAGEMENT PROCEDURES

Background

Seizures and epilepsy are not the same. A seizure is an event - a disruption of the normal electrochemical activity of the brain - and epilepsy is the disease characterised by tendency to have recurrent seizures. Under certain circumstances anyone can have a seizure.

Purpose

- To provide, as far as practicable, a safe and supportive environment in which students with epilepsy or those at risk of seizures can participate equally in all aspects of the student's schooling.
- To raise awareness about epilepsy and seizures and the school's management policy/guidelines in the school community.
- To engage with parents/guardians of each student with epilepsy or those at risk of seizures in assessing risks and developing risk minimisation strategies for the student.
- To ensure that staff have knowledge about epilepsy, seizures and the school's guidelines and procedures in responding to a seizure.

Seizure Management Plan

The Principal will ensure that a Seizure Management Plan is developed in consultation with the student's parents/guardians and medical practitioner. The Seizure Management Plan is to be signed by the parents/guardians and medical practitioner. This is to be displayed in the classroom and first aid room. A copy is to be filed in the classroom medical file, duty file, canteen medical file, tutor files, sports medical file and all specialist area files.

The student's Seizure Management Plan will be reviewed, in consultation with the student's parents/guardians:

- Annually or as applicable.
- If the student's condition changes.
- Immediately after the student has a seizure.

It is the responsibility of the parents/guardians to:

- Inform the school if their child's medical condition changes, and if relevant, provide an updated Seizure Management Plan.

- Provide written permission annually for the school to display a student's Seizure Management Plan.

Medazolam and Identification

It is the responsibility of the parents/guardians:

- To provide adequate supplies of Midazolam (if prescribed).
- To provide a Midazolam Administration Order signed by medical practitioner (if prescribed).
- Keep a record of expiry dates of Midazolam and provide replacements when necessary.
- Attach a white cross badge to all the student's collars and hats (to be supplied by the school at a cost to the parent).

Midazolam is to be stored in classroom, library and staffroom fridge (years 1 – 6) and in classroom and library fridge (PK, K, PP).

Communication

The Principal will be responsible for the provision of information to all staff, students and parents/guardians about epilepsy, seizures and development of the school's epilepsy and seizure management strategies.

Volunteers and casual relief staff will be informed on arrival at the school if they are caring for a student with epilepsy or those at risk of seizures and their role in responding to a seizure.

Staff Training

Teachers and other school staff, who have contact with the student with epilepsy or those at risk of seizures, are required to undertake annual training in epilepsy and seizure management including how to respond in an emergency.

At other times while the student is under the care or supervision of the school, including excursions, playground duty, camps and special event days, the Principal must ensure that there is a sufficient number of staff present who have up to date training and know how to recognize and treat seizures. Training will be provided to these staff as soon as practicable after the student enrolls or is diagnosed.

Wherever possible, training will take place before the student's first day at school. Where this is not possible, an interim plan will be developed in consultation with the student's parents/guardians.

Emergency Response Plan

'White Epilepsy Alert' cards will be kept in all duty files, sports file, specialist area files, canteen file and classrooms. In the event of a student having a seizure.

1. Follow Seizure Management Plan.
2. **ON DUTY** - A 'White Epilepsy Alert' card is to be sent to administration with 2 students (years 1 - 6) and 2 staff will bring the Midazolam and hands-free telephone to the student having a seizure.
3. **IN CLASS** - telephone administration and 2 staff will bring the Midazolam and hands-free phone. Collect the student's Midazolam from the fridge in the storeroom.
4. A staff member will take the Midazolam to the student having a seizure (P K, K, PP).
5. **STAFF MUST CHECK THE NAME ON THE MIDAZOLAM BOX AND MIDAZOLAM ADMINISTRATION ORDER BEFORE ADMINISTERING THE MIDAZOLAM. NOT ALL STUDENTS ARE PRESCRIBED MIDAZOLAM.**
6. If the seizure lasts longer than the time allocated on the Seizure Management Plan **and Midazolam is prescribed** an ambulance must be called as close to administering Midazolam as possible (preferably just before administration if possible).
7. If the seizure lasts longer than the time allocated on the Seizure Management Plan **and Midazolam is not prescribed**, an ambulance must be called immediately.
8. Administration and Principal must be advised if an ambulance is called.
9. Staff member wait at front letterbox for ambulance.
10. Administration to contact parents.
11. Document the incident.
12. Staff members involved in a severe emergency response are to be offered debrief.
13. Staff and students involved in a severe emergency response are to be offered counselling.

Risk Minimisation

Setting	Considerations
Classroom	<ul style="list-style-type: none"> • A copy of the student's Seizure Management Plan to be displayed in the classroom and a copy to be placed in classroom medical file. A copy to be placed in all specialist area medical files and sports medical file. • Midazolam held in fridge in class storeroom. • White Epilepsy Alert card to be kept on wall in classroom, in specialist area medical files and sports medical file. • Casual/relief teachers should be made aware of the student's Seizure Management Plan by the partner teacher and relief procedure guidelines.
Canteen	<ul style="list-style-type: none"> • A copy of the student's Seizure Management Plan to be placed in canteen medical file.
Playground	<ul style="list-style-type: none"> • Copy of Seizure Management Plan to be placed in duty files. • White Epilepsy Alert cards to be kept in all duty files. • Staff trained to provide an emergency response to epilepsy and seizures should be readily available during non-class times (e.g.recess and lunch).

Off-site school settings -excursions	<ul style="list-style-type: none"> ● A copy of the student’s Seizure Management Plan to be taken. ● Midazolam to be taken in an esky with cooler blocks (if prescribed) and all staff made aware of its location. ● Midazolam Administration Order to be taken (if applicable) and all staff made aware of its location. ● Mobile phone to be taken. ● One or more staff members who have been trained in the recognition of seizures and the administration of Midazolam to accompany the student on excursions. All staff present during the excursion need to be aware if there is a student at risk of seizures. ● Off-site Emergency Response Plan to be completed and taken on excursion. ● Parents/guardians may wish to accompany their child on excursions. This should be discussed with parents/guardians as another strategy for supporting the student.
Off-site school settings – camps	<ul style="list-style-type: none"> ● A copy of the student’s Seizure Management Plan to be taken. ● Midazolam is to be taken in an esky with cooler blocks (if prescribed) and stored in refrigerator on arrival. ● Midazolam Administration Order to be taken (if applicable). ● Mobile phone to be taken. ● A team of staff who have been trained in the recognition of seizures and the administration of Midazolam should accompany the student on camp. All staff present need to be aware if there is a student at risk of seizures. ● A separate Camp Risk Management Plan and Emergency Response Procedures are to be developed prior to camp. ● Be aware of what local emergency services are in the area and how to access them. ● Advise parents/guardians of the distance to emergency services. ● Be aware of mobile network availability.

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Due for review: 2023