



## **The Priory School, Hitchin**

### **Supporting children with Epilepsy**

#### **Background**

These guidelines have been prepared with reference to information available from Young Epilepsy. The Priory School, Hitchin will ensure at least one member of staff has training in epilepsy and supporting children who have epilepsy in school medically, socially and academically.

The Priory School will ensure that all students with epilepsy are fully included in school life, and are not isolated or stigmatised. We will do this by:

- Offering support in school with a mentoring or 'buddying' system to help broaden understanding of epilepsy
- Supporting students to take a full part in all activities and outings (day and residential)
- Making necessary adjustments e.g. exam timings, coursework deadlines, timetables
- Giving voice to the views of students with epilepsy, for example regarding feeling safe, respect from other students, teasing and bullying, what should happen during and following a seizure, adjustments to support them in learning, adjustments to enable full participation in school life and raising epilepsy awareness in school.

#### **Support for children with epilepsy**

The Priory School will liaise fully with parents by:

- Letting parents know what is going on in school.
- Asking for information about a student's health care, so that we can fully meet their medical needs.
- Asking for information about if or how the student's epilepsy and medication affect their concentration and ability to learn.
- Informing parents of changes to the student's achievement, concentration, behaviour and seizure patterns. We will ensure that staff are epilepsy aware and know what to do if a student has a seizure.
- There are First Aiders who are appropriately trained to deliver emergency medication.

#### **Communication with Parents**

When a student who has epilepsy joins The Priory School or an existing student is diagnosed with epilepsy, a meeting will be arranged with the parents (and student where appropriate) to:

- Discuss the student's medical needs, including the type of epilepsy they have.
- 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 with this.
- Discuss any potential barriers to the student 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 student the arrangements for ensuring that all relevant staff are trained and other students 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 student can best share information about the student's progress in school and any changes to their epilepsy and medication.

After the initial meeting, the school will continue to share information with the student's parents and to involve the parents in any decision-making process. Where appropriate the student will also be involved in this process. If there are any changes in a student's epilepsy diagnosis, parents are to inform the school as soon as possible.

### **Staff training and emergency response**

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. Key staff will receive basic epilepsy awareness training, including what to do if a child has a seizure.

### **School Life**

Students 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 student to participate fully in school life and to reach their full potential. This might include changes to timetables, exam timings and coursework deadlines. These adjustments will be recorded and shared with other appropriate members of staff.

The student's Individual Healthcare Plan will be kept in the medical room. All first aid staff will receive training regarding epilepsy and actions to take. A record will be kept of the student's seizures and parents contacted so that any changes to seizure patterns can be identified and this information can be shared by the student's parents to their healthcare team. A medical room with a bed will be kept available, so that if needed, the student will be able to rest following a seizure, in a safe supervised place.