



Help for non-English speakers, if you need help to understand the information in this policy, please contact the school office.

PURPOSE:

The purpose of this policy is to ensure that schools support students diagnosed with epilepsy and students having a non-epileptic seizure event appropriately.

What is Epilepsy and Epileptic Seizures?

Epilepsy is characterised by recurrent seizures due to abnormal electrical activity in the brain.

Epileptic seizures are caused by a sudden burst of excess electrical activity in the brain resulting in a temporary disruption in the normal messages passing between brain cells. Seizures can involve loss of consciousness, a range of unusual movements, odd feelings and sensations or changed behaviour. Most seizures are spontaneous and brief. However, multiple seizures known as seizure clusters can occur over a 24-hour period.

First aid

For all seizure events:

- remain calm
- ensure other students in the vicinity of the seizure event are being supported
- prevent students from injuring themselves or others by placing something soft under their head and removing any sharp or unstable objects from the area
- If safe then place on left side during seizure
- note the time the seizure started and time the event until it ends
- talk to the student to make sure they regain full consciousness
- stay with and reassure the student until they have fully recovered
- provide appropriate post seizure support or adjustments as per Plan

For a **tonic-clonic seizure** (convulsive seizure with loss of consciousness) which presents as muscle stiffening and falling, followed by jerking movements:

- protect the head, for example, place a pillow or cushion under the head
- remove any hard objects that could cause injury
- do not attempt to restrain the student or stop the jerking
- do not put anything in the student's mouth
- If safe to do then place on left side
- as soon as possible roll the student onto their side — you may need to wait until the seizure movements have ceased

For a seizure with impaired awareness (non-convulsive seizure with outward signs of confusion, unresponsiveness or inappropriate behaviour) avoid restraining the student. You may need to guide the student safely around objects to minimise risk of injury.

When providing seizure first aid support to a student in a wheelchair:

- protect the student from falling from the chair, secure seat belt where available and able
- make sure the wheelchair is secure
- support the student's head if there is no moulded head rest
- do not try to remove the student from the wheelchair
- carefully tilt the student's head into a position that keeps the airway clear

Schools should call an ambulance immediately if:

- it is the student's first seizure
- you do not know the student
- there is no epilepsy management plan
- a serious injury has occurred
- the seizure occurs in water
- you have reason to believe the student may be pregnant

Requirements as per Department of Education:

For each student diagnosed with epilepsy, schools must have in place:

- **Student Health Support Plan** — outlining the school's role in supporting the student's health needs (including epilepsy)
- **Medication Authority Form** — for a student who requires regular (non-emergency) medication(s) to be administered at school and ensure a log is kept of any medicine administered
- **Epilepsy Management Plan** — signed by the treating doctor and provided to the school by the student's parents/carers
- **Emergency Medication Management Plan** (if required) — signed by a doctor and provided by the student's parents/carers

Training of staff

All relevant school staff who work directly with a student with epilepsy are required to receive the following training:

- Epilepsy: An Introduction to Understanding and Managing Epilepsy (one-hour eLearning module) (or suitable equivalent training delivered by a recognised epilepsy provider), and as required;
- Epilepsy: Administration of Emergency Medication Parts 1 (theory) & Part 2 (practical) (or suitable equivalent training delivered by a recognised epilepsy provider)

Training must be refreshed every 2 years, or sooner when there is a change in the:

- dose of medication, and/or
- route of administration, and/or
- seizure type/description

If you have any other questions, please contact school or refer to

<https://www2.education.vic.gov.au/pal/epilepsy-and-seizures/policy>

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website (or via Compass)
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	02/08/2024
Reviewed by	School Nurse
Approved by	Principal
Next scheduled review date	03/09/2025

