

Appleby College Epileptic Policy

Appleby College recognizes the importance of supporting students with Epilepsy so they can fully access school in a safe, accepting and healthy learning environment that supports wellbeing. We want to empower all students as confident and capable learners, to reach their full potential for self-management of their Epilepsy according to their Plan of care.

Epilepsy is a chronic disorder of the brain that affects people of all ages worldwide. Epilepsy is defined as having two or more unprovoked seizures.

Seizures are a result of excessive electrical discharges in a group of brain cells. This can happen in different parts of the brain. Seizures can vary from the briefest lapses of attention or muscle jerks to severe and prolonged convulsions. Seizures can also vary in frequency, from less than one per year to several per day.

A **seizure** occurs when the normal electrical balance in the brain is lost. The brain's nerve cells misfire, by either firing when they shouldn't or not firing when they should. The result is a sudden, brief, uncontrolled burst of abnormal electrical activity in the brain. Seizures are the physical effects of such unusual bursts of electrical energy in the brain and may include muscle spasms, mental confusion, loss of consciousness, uncontrolled or aimless body movement, incontinence and vomiting.

- Most seizures last for seconds to several minutes.
- Most seizures end naturally and cause no harm to the person or a risk of harm to others.
- Generally, only prolonged seizures may cause damage to the brain.
- After some types of seizures, people return to normal quickly.
- After other types of seizures, people often experience a postictal period that involves temporary confusion, weakness, fatigue, or headache.

Seizures can affect any process your brain coordinates. Seizure signs and symptoms may include:

- Temporary confusion
- A staring spell
- Uncontrollable jerking movements of the arms and legs
- Loss of consciousness or awareness
- fear, anxiety or déjà vu

POLICY STATEMENT

Appleby College is committed to protecting its students and ensuring they have access to a safe, accepting and healthy learning environment to support their well-being.

This policy is to ensure that students with Epilepsy can and do participate fully in all aspects of school life, as well as out-of-hours school activities. Appleby College's goal is to ensure that school staff and others in contact with students with Epilepsy are prepared to handle an emergency.

ROLES AND RESPONSIBILITIES

Parents/Guardians

- Arrange a meeting with the Health Centre Director prior to the student starting at Appleby college to inform us of your child's epilepsy or seizure disorder and provide information regarding current treatment.
- Provide the Health Centre with physician's instructions for administering medication and what we are to do if your child has a seizure while in our care by completing the Medication form and Seizure Management form.
- Provide the Health Centre with any updated information including emergency contacts and telephone numbers and changes in medical conditions.
- Provide your child with a Medic Alert identification bracelet.
- Co-create the Plan of Care for your child with the school nurse – A Plan of Care is a form that contains individualized information on a student with a prevalent medical condition.
- Notify the school Health Centre when their child's capacity for self-management is compromised during certain medical incidents, and additional support may be required. As a student's needs change, the Plan of Care will need to be adjusted accordingly
- Communicate changes to the Plan of Care, such as changes to the status of their child's medical condition(s) or changes to their child's ability to manage the medical condition(s), to the Health Centre.
- Confirm annually to the Health Centre that their child's medical status is unchanged.
- Initiate and participate in meetings to review their child's Plan of Care.
- Supply their child and/ the school with sufficient quantities of medication and supplies in their original, clearly labelled containers, as directed by a health care professional and as outlined in the Plan of Care, and track the expiration dates if they are supplied
- Seek medical advice from a medical doctor, nurse practitioner, or pharmacist, where appropriate
- Teach your child:
 - to recognize the first symptoms of oncoming seizures and to alert an adult
 - to assume as much responsibility as possible for their own safety

Students with Epilepsy

Depending on their cognitive, emotional, social, and physical stage of development, and their capacity for self-management, students are expected to

- Take responsibility for advocating for their personal safety and well-being that is consistent with their cognitive, emotional, social, and physical stage of development and their capacity for self-management.
- Participate in the development of their Plan of Care.
- Participate in meetings to review their Plan of Care.
- Carry out daily or routine self-management of their medical condition to their full potential, as described in their Plan of Care (e.g., carry their medication and medical supplies; follow school board policies on disposal of medication and medical supplies).

- Set goals on an ongoing basis for self-management of their medical condition, in conjunction with their parent(s) and health care professional(s).
- Communicate with their parent(s) and school staff if they are facing challenges related to their medical condition(s) at school.
- Wear medical alert identification that they and/or their parent(s) deem appropriate.
- If possible, inform school staff and/or their peers if a medical incident or a medical emergency occurs.

School staff

- Review the contents of the Plan of Care for any student with whom they have direct contact.
- Participate in training, during the instructional day, on prevalent medical conditions, at a minimum annually, as required by the school board.
- Share information on a student's signs and symptoms with other students, as outlined in the Plan of Care and authorized by the principal in writing.
- Follow school board strategies that reduce the risk of student exposure to triggers or causative agents in classrooms, common school areas, and extracurricular activities, in accordance with the student's Plan of Care.
- Support a student's daily or routine management and respond to medical incidents and medical emergencies that occur during school, as outlined in board policies and procedures (in situations where school board staff already provide supports to students with prevalent medical conditions, and are already trained appropriately, this memorandum does not intend to prescribe, duplicate, or remove those duties or training).
- Support inclusion by allowing students with epilepsy to perform daily or routine management activities in a school location (e.g., classroom), as outlined in their Plan of Care, while being aware of confidentiality and the dignity of the student.
- Enable students with a prevalent medical condition to participate in school to their full potential, as outlined in their Plan of Care.

Responsibility of the Health Centre

In addition to the responsibilities outlined above under "School Staff", the Health Centre Nurses should:

- Clearly communicate to parents and appropriate staff the process for parents to notify the school of their child's medical condition(s), as well as the expectation for parents to co-create, review, and update a Plan of Care with the nurses (principal's designate). This process should be communicated to parents, at a minimum:
 - during the time of registration
 - each year during the first week of school
 - when a child is diagnosed and/or returns to school following a diagnosis
- Co-create, review, or update the Plan of Care for a student with a prevalent medical condition with the parent(s), in consultation with school staff (as appropriate) and with the student (as appropriate).

- Maintain a file with the Plan of Care and supporting documentation for each student with a prevalent medical condition.
- Provide relevant information from the student's Plan of Care to school staff and others who are identified in the Plan of Care (e.g., food service providers, transportation providers, volunteers, occasional staff who will be in direct contact with the student), including any revisions that are made to the plan.
- Communicate with parent(s) in medical emergencies, as outlined in the Plan of Care.
- Encourage the identification of staff who can support the daily or routine management needs of students in the school with prevalent medical conditions, while honoring the provisions within their collective agreements.
- Provide safe storage of the student's medication in the Health Centre.
- Communicate to parents / students that students are allowed to carry their medication and supplies to support the management of their medical condition, as outlined in their Plan of Care.

Responsibility of the Board of Directors

- The Board of Directors are expected to communicate, on an annual basis, their policies on supporting students with a prevalent medical condition to parents, school board staff, and others in the school community who are in direct contact with students (e.g., food service providers, transportation providers, volunteers). At a minimum, the board is expected to make their policies and their Plan of Care templates available on their public website in the language of instruction.
- Provide training and resources on prevalent medical conditions on an annual basis.
- Develop strategies that reduce the risk of student exposure to triggers or causative agents in classrooms and common school areas.
- Develop expectations for schools to support the safe storage and disposal of medication and medical supplies and communicate these expectations to schools and support schools in the implementation of the expectations.
- Preventative strategies to be undertaken by the school to reduce the risk of medical incidents and exposure to triggers or causative agents in classrooms and common school areas.
- Communicate expectations that consider this policy and related board policies when entering into contracts with transportation, food service, and other providers.

PLAN OF CARE

Parents of students with epilepsy must advise the Health Center at the beginning of each school year or when first diagnosed.

Each student with epilepsy must have a completed Epilepsy Plan of Care, which should be reviewed and signed by their family physician and include a photo of the student.

The Epilepsy Plan of Care should be provided at the beginning of the school year, or once the student is first diagnosed. A new Plan of Care should be provided whenever any changes to the plan occur.

Should a student no longer be epileptic, a doctor's note must be provided to the Health Center confirming this information.

The Epilepsy Plan of Care is included at the end of this document.

FACILITATING & SUPPORTING DAILY OR ROUTINE MANAGEMENT

Appleby College will ensure that students have a safe and supportive learning environment by providing the necessary support required to manage their epilepsy. Appleby College will achieve this through the following:

- Ensure all students have easy access to their prescribed medication.
- Complete routine checks to ensure that students with epilepsy are carrying their medications at all times (during classrooms, breaks, lunch, field trips, during evacuation procedures, lockdown, etc.).
- Ensure that students do not participate in physical activities if they are already experiencing epilepsy symptoms.
- Ensure that any student exhibiting signs of seizure are removed from the triggers (see various triggers below).

Potential triggers

- Stress – both excitement and emotional upset
- Lack of sleep
- Illness
- Poor diet
- Menstrual cycle
- Change in weather
- Televisions, videos, flashing lights (including flickering overhead lights)
- Inactivity
- Improper medication balance

EMERGENCY RESPONSE

If someone is having a seizure call for the Appleby school nurse:

STAY CALM

- Seizures usually end on their own within seconds or a few minutes

CREATE A SAFE SPACE

- Move sharp objects out of the way
- If the person falls, place something soft under their head and roll them on their side as the seizure subsides
- If the person wanders, stay by their side and gently steer them away from danger

TIME IT

- Note the time the seizure begins and ends

CALL 911 IF:

- The student is not known to have a history of seizures
- Student has a known diagnosis of epilepsy and seizure lasts more than 5 minutes
- It repeats without full recovery between seizures
- If consciousness or regular breathing does not return after the seizure ends
- The person is pregnant, has diabetes, appears injured or is in water
- You are not sure the person has epilepsy or a seizure disorder

PROVIDE REASSURANCE

- When the seizure ends, stay with them until complete awareness returns

DO NOT...

- Restrain the person
- Put anything in their mouth

RAISING AWARENESS OF POLICY & RESOURCES

Appleby College will make every effort to raise awareness of epilepsy, signs & symptoms that are characteristic of medical incidents, as well as how to respond to emergency procedures. This will be achieved through regular staff training, providing awareness of Epilepsy on school bulletin boards annually, and making information available online on the Health Center Info Sites on e-school.

Additional information on epilepsy can be found at the following sites:

<http://www.epilepsy.ca/>

TRAINING

Standardized training will be provided once a year, at a minimum, during the beginning of the school year. This will include background information and raising awareness on epilepsy, how to support student's daily or routine management, accessing Student's Plan of Care and how to respond during emergency situations.

Additional training will be provided during the year as required or requested by parents. Continuous updates will be communicated to all staff of any new diagnosis and/or changes in a student's medical condition(s) through email and/or circle of care meetings.

SAFETY CONSIDERATIONS

All epileptic students should carry their personal medication on them at all times, as outlined in their Plan of Care. They should immediately notify the school and health center if they have misplaced/lost their medication.

The Health center will store additional medication to be provided by the parent and will include any necessary supplies in first aid kits to teachers travelling with students on trips, team outings, etc. It is up to the teacher/staff responsible for the school event outing to inform the Health Centre that they require a First Aid Kit.

All students should carry their supplies on them this is particularly important when they go on a school field trip or in case of a lock down situation.

PRIVACY AND CONFIDENTIALITY

Parents of students with epilepsy must advise the Health Centre of the child's condition and provide a completed Plan of Care during registration or when newly diagnosed. All information provided will be handled with respect and confidentiality as required.

The student's Plan of Care will be made accessible to all school staff and personnel who may interact with the student through teachers access on the school information system. A student's Plan of Care must be signed by the parent/guardian before being shared with school staff, as the Plan of Care will provide permission for the document to be shared.

A Student's Plan of Care will only be shared with the necessary school staff members, and will not be distributed outside of Appleby College, unless requested and/or permissions is granted by the parents/guardians or student.

REPORTING

All medical diagnosis and any medical incidences (on school property and off) should be reported to the Appleby College Health Center to ensure that students can be best supported as possible. Appleby College Health Centre will maintain confidential records, ensuring only permitted and necessary staff have access to information as needed or requested by parents.

Any medical incidences/emergencies will always be reported to the Head of the school to ensure that the necessary and appropriate follow up is completed. This is to ensure that all students remain safe, that appropriate training is always completed, and to allow policies to be reviewed to ensure that they are always in the student's best interest.

LIABILITY

In 2001, the Ontario government passed the Good Samaritan Act to protect individuals from liability with respect to voluntary emergency medical or first-aid services. Subsections 2(1) and (2) of this act state the following with regard to individuals:

2. (1) Despite the rules of common law, a person described in subsection (2) who voluntarily and without reasonable expectation of compensation or reward provides the services described in that subsection is not liable for damages that result from the person's negligence in acting or failing to act while providing the services, unless it is established that the damages were caused by the gross negligence of the person.

(2) Subsection (1) applies to,

... (b) an individual ... who provides emergency first aid assistance to a person who is ill, injured or unconscious as a result of an accident or other emergency, if the individual provides the assistance at the immediate scene of the accident or emergency.



EPILEPSY – PLAN OF CARE

STUDENT INFORMATION

Student's First Name _____

Student's Last Name _____

Date of Birth _____

Student Photo
(please attach)

EMERGENCY CONTACTS (LIST IN PRIORITY)

NAME	RELATIONSHIP	DAYTIME PHONE	ALTERNATE PHONE
1.			
2.			
3.			

Please list medication(s) student is currently taking: _____

Has an emergency rescue medication been prescribed? Yes No

If yes, please provide us with a rescue medication plan.

KNOWN SEIZURE TRIGGERS

CHECK (✓) ALL THOSE THAT APPLY

- | | | |
|--|--|--|
| <input type="checkbox"/> Stress | <input type="checkbox"/> Menstrual cycle | <input type="checkbox"/> Inactivity |
| <input type="checkbox"/> Changes in diet | <input type="checkbox"/> Lack of sleep | <input type="checkbox"/> Electronic stimulation
(TV, Videos, Florescent Lights) |
| <input type="checkbox"/> Illness or Fever | <input type="checkbox"/> Improper medication balance | |
| <input type="checkbox"/> Change in weather | <input type="checkbox"/> Other _____ | |
| <input type="checkbox"/> Any other medical condition or allergy? _____ | | |

DAILY ROUTINE AND SEIZURE MANAGEMENT

TYPE OF SEIZURE	DESCRIPTION OF SEIZURE (Frequency, duration, key characteristic, sensory signs, trigger)	ACTION: (risks to be mitigated, trigger avoidance, actions to take during/following seizure, list medication)

BASIC FIRST AID: CARE AND COMFORT

BASIC SEIZURE FIRST AID

- Stay calm. Track time and duration of seizure
- Keep student safe
- Do not restrain or interfere with student's movements
- Do not put anything in student's mouth
- Stay with student until fully conscious

FOR TONIC-CLONIC SEIZURE:

Protect student's head
Keep airway open/watch breathing
Turn student on side

Additional first aid procedure(s): _____

EMERGENCY PROCEDURES

Students with epilepsy will typically experience seizures as a result of their medical condition.

Call 9-1-1 when:

- Convulsive (tonic-clonic) seizure lasts longer than five (5) minutes.
- Student has repeated seizures without regaining consciousness.
- Student is injured or has diabetes.
- Student has a first-time seizure.
- Student has breathing difficulties.
- Student has a seizure in water

***Notify parent(s)/guardian(s) or emergency contact.**

HEALTHCARE PROVIDER INFORMATION

Healthcare provider may include: Physician, Nurse Practitioner, Registered Nurse, Pharmacist, Respiratory Therapist, Certified Respiratory Educator, or Certified Asthma Educator.

Healthcare Provider's Name: _____

Profession: _____

Signature (optional): _____ Date: _____

Special Instructions/Notes/Prescription:

If medication is prescribed, please include dosage, frequency and method of administration, dates for which the authorization to administer applies, and possible side effects.

***This information may remain on file if there are no changes to the student's medical condition.**

ADDITIONAL NOTES

Please include any additional notes here.

AUTHORIZATION/PLAN REVIEW

School Bus Driver/Route # (If Applicable) _____

Other: _____

This plan remains in effect for the 20__ — 20__ school year without change and will be reviewed on or before: _____. (It is the parent(s)/guardian(s) responsibility to notify the principal if there is a need to change the plan of care during the school year).

Parent(s)/Guardian(s): _____ Date: _____
Signature

Student: _____ Date: _____
Signature