

Epilepsy Policy



Roots *and* Shoots

2020-21

WALNUT TREE WALK, KENNINGTON, SE11 6DN

Charity number: 1064070

Epilepsy Policy

Any parent/ carer whose child/ adult has epilepsy must complete the following information prior to using our services.

- **Fully completed medical and health section on information form:** which gives a full account of the person's seizures, including triggers, warning signs and aftercare.
- **If medication is required:** both parental and GP/ Consultant/ Health professional consent is required. Information must include:
 - Name of Medication
 - Details of amount of drug prescribed
 - Description of seizure
 - Time limit of when to administer drug
 - Whether a second dose is necessary, and, if so, when?
 - Whether an ambulance is necessary

Each individual must have a wallet with their name on containing their care plan, Consultants/authorisation letter (Buccal), 2 pairs of gloves, a pen, tissue and their emergency medication.

Training

All Staff and volunteers will receive basic epilepsy awareness training on recognising seizures and supporting the person. Staff must report immediately to a senior member of staff if someone has a seizure.

Staff will be offered training in administering emergency medication. Only staff trained in rectal diazepam/Buccal Midazolam will be able to administer the medication.

Procedure

- In the event of someone having a seizure, staff should try to ensure the person's dignity by giving the person privacy and space, where possible. The person's welfare is paramount.
- Staff dealing with the seizure must access the person's individual medication wallet immediately.
- Staff must time the seizure and monitor the person, ensuring the space around them is clear of obstacles and safe, especially their head.
- If the seizure stops before emergency medication is required, staff should put the person in the recovery position, reassure and monitor in case of further seizure. Parents/ carers should be informed.
- If emergency medication is required, two members of staff, where possible, must support the person - one to administer the medication and one to offer reassurance and/ or phone for an ambulance.
- Staff must complete an Epilepsy record sheet, describing exactly what happened, how it was dealt with and the outcome.
- Parents must be informed in the event of someone having a seizure.

- When the parent arrives to collect the child, they must also sign the medication and Epilepsy record sheet.

If a person injures themselves as a result of having a seizure, First aid/ Ambulance may be required and incident form must be completed.

Volunteers

Volunteers are not permitted to be involved in this procedure as it is not part of their roles and responsibilities. If a volunteer is involved they should seek help from a member of staff.

Signed by the Director:

Raida Phillips

Date: 9/11/20

Signed by the Chair of Trustees:

V. a. Blaytel

Date: 9/11/20