



# EPILEPSY AND SEIZURE POLICY

## PURPOSE

The purpose of this policy is to ensure that Mount Waverley Secondary College (hereafter known as the College) supports students diagnosed with epilepsy and students having a non-epileptic seizure event appropriately.

## OBJECTIVE

To explain to parents, carers, staff and students the processes and procedures in place to support students with epilepsy and students who may have a seizure at the College.

## SCOPE

This policy applies to:

- all staff, including casual relief staff and volunteers
- all students who have been diagnosed with epilepsy or seizures who may require support, monitoring or medication at school.

## POLICY

This policy should be read with the College's *First Aid, Duty of Care, Health Care Needs and Medication* policies.

## SUMMARY

- For each student diagnosed with epilepsy, the College must have in place:
  - o [Student Health Support Plan \(DOCX\)](#) – outlining the College's role in supporting the student's health needs (including epilepsy) (*NOTE – refer DRAFT Student Health Support Plan – Epilepsy or Seizures, to be linked here in lieu of generic plan*)
  - o [Medication Authority Form \(DOC\)](#) – 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
  - o [Epilepsy or Seizure Management Plan](#) – signed by the treating doctor and provided to the school by the student's parents/carers
  - o [Emergency Medication Management Plan](#) (if required) – signed by a doctor and provided by the student's parents/carers.
- The College must refer to the [Guidance tab](#) for further advice on the management of students with epilepsy and for students who have a seizure (these details can also be found in the Epilepsy and Seizure Guidance document, Appendix 1).
- All relevant school staff who work directly with a student with epilepsy are required to [receive training](#) in:
  - o Epilepsy: An Introduction to Understanding and Managing Epilepsy (one hour eLearning module) or a suitable equivalent delivered by a recognised epilepsy provider



- o as required – Epilepsy: Administration of Emergency Medication Parts 1 (theory) & Part 2 (practical) or a suitable equivalent delivered by a recognised epilepsy provider.
- For each student that has been prescribed emergency medication, an up-to-date individual emergency medication kit must be easily accessible.
- The College must provide a first aid response and post seizure support when a student has a non-epileptic seizure event. This includes preventing them from injuring themselves and staying with them until the seizure has finished. An ambulance should be called if the seizure lasts for more than 5 minutes, or if the person is unresponsive for more than 5 minutes.
- The College should call an ambulance immediately if:
  - o you do not know the student
  - o it is the student's first seizure
  - o there is no epilepsy management plan
  - o a serious injury has occurred
  - o the seizure occurs in water
  - o there is food, fluid or vomit in the mouth
  - o Any concerns with airway, breathing, circulation, or other vital signs
  - o you have reason to believe the student may be pregnant
  - o other factors outlined on the [epilepsy management plan](#) are occurring.

## DETAILS

The College has a duty of care to provide a safe learning environment for all students and ensure they accommodate the needs of all students.

Epilepsy is considered a disability under both state and federal anti-discrimination laws. Under the [Equal Opportunity Act 2010 \(Vic\)](#) and the [Disability Discrimination Act 1992 \(Cth\)](#), schools have an obligation to make reasonable and necessary adjustments for students with epilepsy, to enable them to access and to participate in their education on the same basis as their peers. This legal obligation arises regardless of whether they are funded under the [Program for Students with Disabilities](#) (PSD).

The College will make reasonable adjustments in the classroom in relation to a student's seizure activity or schedule that may require attendance at medical appointments.

## MANAGEMENT

The following strategies are implemented at our college to assist students diagnosed with epilepsy or seizures according to their specific needs.

Appropriate plans are required to be in place to support the needs of students with epilepsy or seizures. For each student diagnosed with epilepsy or seizures, we must have a current written:

- [Epilepsy or Seizure Management Plan](#) — signed by the treating doctor and provided to the school by the student's parents or carers. The Epilepsy or Seizure Management Plan provides specific information about the student's epilepsy or seizures, defines what an emergency is for the student and the appropriate response, and describes:



- o whether emergency medication is prescribed
  - o how the student wants to be supported during and after a seizure
  - o identified risk strategies (such as water safety, use of helmet)
  - o potential seizure triggers
- [Emergency Medication Management Plan](#) — where the student’s epilepsy management plan states that emergency medication has been prescribed then the school must hold a current emergency medication management plan. This must be by a doctor and provided by the student’s parents/carers. This plan provides information on the dose, route of administration and emergency response required in the event of a seizure.
  - [Student Health Support Plan](#) — developed by the school in consultation with the parents/carers and where appropriate, the student’s treating medical team. It outlines the schools role in supporting the student’s health needs (including epilepsy)
  - [Medication Authority Form](#) — this should be endorsed by a student’s medical practitioner listing all (non-emergency) medications that need to be administered at school. This should include, but not be limited to epilepsy specific medications
  - a medication log or an equivalent official medications register should be used and maintained by the person administering the taking of medicine by a student during school time (this is not intended for emergency epilepsy medications)

Epilepsy Management documentation will be readily accessible to all relevant school staff who work directly with a student with epilepsy or seizures. This documentation will be current and will be reviewed annually and updated as required.

## DEFINITIONS

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

**Epileptic seizures:** 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.

**Non-epileptic seizures (NES):** also known as dissociative seizures. There are 2 types of non-epileptic seizures:

- organic NES which have a physical cause
- psychogenic NES which are caused by mental or emotional processes

**Seizure triggers:** A term used to describe known circumstances where the individual may have an increased likelihood of having a seizure. Seizure triggers are unique to the person and are not always known. Common seizure triggers can include stress, lack of sleep, heat, illness or missed medication. The Epilepsy Foundation has a detailed description of [seizure types](#) and [seizure triggers](#).



## COMMUNICATION

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

- School's website
- Staff meetings
- Made available in hard copy upon request

## FURTHER INFORMATION AND RESOURCES

Related policies

- [Duty of Care](#)
- [Health Care Needs](#)
- [Medication](#)

Relevant legislation

- [Disability Discrimination Act 1992 \(Cth\)](#)
- [Equal Opportunity Act 2010 \(Vic\)](#)
- [Occupational Health and Safety Act 2004 \(Vic\)](#)

Other resources

- [Department of Education School Operations Epilepsy and Seizure Policy](#)
- [Epilepsy Foundation](#)
- [Epilepsy First Aid](#)
- [Epilepsy Foundation Training for Education Settings](#)
- Mount Waverley Secondary College Epilepsy or Seizure Guidelines
- Mount Waverley Secondary College Student Health Support Plan - Epilepsy or Seizures

## POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2024
Consultation	Education Sub Committee (College Council) Sep 19, 2024
Approved by	College Principal and College Council Sep 19, 2024
Next scheduled review date	September 2027