



HARMONDSWORTH PRIMARY SCHOOL

LONDON BOROUGH OF HILLINGDON

Epilepsy Policy

Harmondsworth Primary School positively welcomes all children with epilepsy, and as far as practical, provides a safe and supportive environment in which students with epilepsy can participate in all activities to achieve their full potential in all aspects of school life. Our medical aims are the same for all pupils, whether they have long term medical conditions or occasional needs.

As a school we recognise that epilepsy is a complex condition that can pose many problems which if not dealt with can be potentially life threatening.

At school

- To ensure all teaching and support staff have adequate knowledge about Epilepsy, receive regular training from the relevant professionals, and are aware of the schools policy and procedures in responding to an epileptic condition.
- To risk assess and manage students in all areas of school, including various activities and trips outside school.
- To ensure medication is easily accessible at all times.
- To have systems in place to ensure all staff are aware of all students with Epilepsy.
- There is good communication between home and school.
- Parents/carers of children with epilepsy are asked to inform the school immediately of diagnosis. The information is used to compile a school register.
- We will do everything we can to ensure that our school provides the right environment and care for pupils with epilepsy.
- If administered, medication, dosage, date and time will be recorded.

Parents/Carers responsibility

- To provide school with an up to date treatment plan or letter of authorisation signed by the prescriber.
- To provide school with all prescribed medications, and ensure they are within the use by date.
- Parents/carers must inform the school and update if there are any changes in their child's medication or epileptic signs/symptoms.
- Parents/carers are asked to sign 'Permission to administer medication'. (form 3a)



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Medication

- There is always rapid access to the child's emergency medication; they will never be locked away.
- Parents/carers must supply the school with any medication, with the prescription label indicating dosage and the child's name. Only prescribed medication will be administered.
- Emergency medication is held in the Welfare Room.
- Children will never be given another child's medication, even if it is the same medication and dosage.
- Emergency medication will accompany the class at all times e.g. Trips, outdoor activities and any evacuation.
- It is not a legal requirement for any member of staff to administer medication - however many are happy to do so if necessary.
- Parents/carers will be informed if their child has used their medication.
- Emergency services will be called immediately if the child's condition deteriorates.

Role of the Governing Body

- To ensure there is clear policy and guidance applied by the Head Teacher

The Epilepsy policy will be accessible to parents and will feature on the school's website and on Fronter.

This policy will be reviewed annually.

Mrs Eleesa Dowding, Headteacher

Ms Amanda Hill, Chair of Governors