



## **MEDICAL ALERT – SUPPORTING STUDENTS DIAGNOSED WITH EPILEPSY/SEIZURE DISORDERS**

### **Context**

The Board of Education is committed to the well-being of students K-12 who may require emergency medical care while at school or during school-sanctioned events. Students who have been physician-diagnosed with epilepsy/seizure disorders require planned care and support as outlined in the BC Ministry of Education and Child Care "Safe and Healthy Schools".

### **Guiding Principles**

To support the safety, health and well-being of students K-12 who have been physician diagnosed with epilepsy/seizure disorders, the Board believes caring for students is a joint responsibility of parents/guardians, school staff, students, Nursing Support Services and Public Health Nurses. The following are **mandatory** to ensure all students diagnosed with epilepsy/seizure disorders are provided with a safe, positive, and equitable learning environment.

### **Procedures**

#### **When there is NO Seizure Rescue Intervention, the Parents/Guardians will:**

- a) Annually complete and provide the school with the **mandatory Seizure Action Plan & Medical Alert Information Care and Protocol**. This is required at the time of registration, at the beginning of each school year, upon diagnosis and at any time there is a change in the student's epilepsy/seizure disorders management.
- b) Collaborate with the Public Health Nurse to train identified/supervising school staff when deemed necessary.
- c) For students demonstrating a level of maturity, encourage their child to inform close friends of their diagnosis of epilepsy/seizure disorder.
- d) Remove supporting documentation from school sites at the end of each school year.
- e) Encourage their child to wear medical identification.
- f) If the child will be using district transportation, provide information about the child's medical alert by completing the online transportation registration form.
- g) Be available, or arrange for a delegate, to always respond by phone or in person.

**When there is a Seizure Rescue Intervention, the Parents/Guardians will:**

- a) Complete **all** steps listed in the "Parent Checklist: Schools Requesting a Nursing Support Services (NSS) Seizure Rescue Intervention Training Session". **All** steps are **mandatory**. Using the checklist is optional.
- b) Attend an information-sharing session with the identified non-medical school staff who will be administering their child's seizure rescue intervention. Attendance should also include the school administrator and case manager (if applicable).
- c) For students demonstrating a level of maturity, encourage their child to inform close friends of their diagnosis of epilepsy/seizure disorders and the location of their epilepsy/seizure rescue intervention.
- d) Remove epilepsy/seizure disorders medication and any supporting documentation from school sites at the end of each school year.
- e) Encourage their child to wear medical identification.
- f) Be available, or arrange for a delegate, to always respond by phone or in person.

**NOTE:**

- In the case of secondary school students, the student may assume some of the parent's/guardian's role.
- Students may not update medical data if parents/guardians have registered conflicting information.
- It is recommended that students who demonstrate a level of maturity regarding their serious medical condition carry emergency supplies on their person.

**The School Principal/Vice-Principal will:**

- a) Collect from the parent/guardian, the **mandatory** Seizure Action Plan & Medical Alert Information Care and Protocol. This form is required at the time of registration, at the beginning of each school year, upon diagnosis and at any time there is a change in the student's epilepsy/seizure disorders management.
- b) Ensure, at the start of each school year, that **all** school staff complete the **mandatory** "General Information Epilepsy/Seizure Disorders Training" and provide additional mid-year training as needed. Administrators are to contact their school assigned Public Health Nurse for the most up to date training information.
- c) Collaborate with parents/guardians if a seizure rescue intervention has been prescribed.
- d) If families are requesting that their child receive seizure rescue intervention at school, schools must complete: the Nursing Support Services Training Request Form Seizure Rescue Intervention Request and email it to the Nursing Support Services Provincial Office (the email address is listed on the form).

**NOTE:** The Nursing Support Service training is 1 of 7 steps that are all required before school staff can administer seizure rescue intervention.

- e) Identify at least three school staff members who will receive training from Nursing Support Services in administering the seizure rescue intervention.
- f) Ensure that all school staff who are directly supervising students diagnosed with epilepsy/seizure disorders are well versed in the Seizure Action Plan & Medical Alert Information Care and Protocol.
- g) Communicate information to the school's assigned Assistant Superintendent in September. An email will be sent to all administrators with a link requesting the following information:
  - The name of the school administrator who will be responsible for overseeing the **mandatory** Seizure Action Plan & Medical Alert Information Care and Protocol
  - The name, grade and school of each student diagnosed with epilepsy/seizure disorders
  - The dates the completed form is returned to the school by parents/guardians
  - If the **mandatory** form has not been returned to school, the three dates the school has communicated with the parents/guardians requesting the documentation
  - The date all school staff have completed the **mandatory** seizure training
  - The date the identified school staff complete the "Seizure Rescue Training for Non-Medical School Personnel" through BC Children's Hospital
  - The date the Nursing Support Services Coordinator provides training for the seizure rescue intervention
  - The names and titles of staff who will be administering a seizure rescue intervention
- h) Keep records of communication with parents/guardians requesting the Seizure Action Plan & Medical Alert Information Care and Protocol. Document each date of communication or date when communication was initiated.

**NOTE:** After three attempts to obtain the **mandatory** Seizure Action Plan & Medical Alert Information Care and Protocol from parents/guardians and the required form is not returned, the parents/guardians must be notified that the Standard Procedure of Care will then be in place; for example, 911 will be called if there is a concern for the student's safety, health and well-being.

- i) Notify parents/guardians when staff trained to administer seizure rescue intervention are unavailable on any given day.
- j) Collaborate with the parents/guardians, the student, and any school staff directly supervising the student in the implementation of the Seizure Action Plan & Medical Alert Information Care and Protocol during the school day and after-hours school-related activities.

- k) Provide information to all school staff so they are visually familiar with students diagnosed with epilepsy/seizure disorders. Display the student's Medical Alert Photo ID in an appropriate place, while ensuring confidentiality.
- l) Ensure school personnel are aware of the location of the student's medication. It is recommended that students who demonstrate a level of maturity regarding their epilepsy/seizure disorder may carry medication(s) on their person for immediate availability.
- m) Establish a recording system to notify parents/guardians when medication has expired and needs replacing.
- n) Provide, on an annual basis, a copy of the **mandatory Seizure Action Plan & Medical Alert Information Care and Protocol** for each student who is a registered bus rider to the Manager of Transportation (to be completed by November 1st of each school year).
- o) Provide a safe, appropriate, and unlocked storage area for medication(s), and equipment, including provisions for school-authorized field studies.

**NOTE:** For each student who requires assistance, an established medication administration process that includes a medication record must be followed. A record of all medication administered must be recorded by name, date, time of day, amount of medication administered by whom, and initials of the staff who assisted with medication.

- p) Assure that a copy of the completed **mandatory Seizure Action Plan & Medical Alert Information Care and Protocol** is stored in the student's file.
- q) Communicate to parents/guardians any changes to the school/classroom environment that may create health concerns for a student diagnosed with epilepsy/seizure disorders.
- r) Return all remaining medication and any supporting documentation to the parent/guardian at the end of each school year.
- s) Provide medical information for any Teachers Teaching on Call (TTOC) supervising the student diagnosed with epilepsy/seizure disorders.

## Definitions

Definition of Standard of Care from Canadian Public Health Association: *Standard of Care is only relevant when a Duty of Care is established. The Standard of Care speaks to what is reasonable in the circumstances.)*

Seizure Action Plan & Medical Alert Information Care and Protocol: This Ministry form is a communication tool for use by parents/guardians and the student's most responsible practitioner

to document and share information with the school in order for school staff to provide seizure care at school. The Seizure Action Plan and Medical Alert Information Care & Protocol (revised June 2024) is **mandatory** for all students (K - 12) diagnosed with a Seizure Disorder/Epilepsy and it must be reviewed and updated annually in SEPTEMBER. A link to the most up to date form is provided in the supporting documents, Quick Reference Guide for Students Diagnosed with a Seizure Disorder/Epilepsy Please. It is recommended schools print (in colour) or send this link out to families for them to download to complete.

**Relevant Board Policy: 435, 435A, 435R, F436.1, F436.2**

Developed by: District Principal - Inclusive Education Services

Date Agreed: October 29, 2024

Date Amended:

Related Documents: Quick Reference Guide for Students Diagnosed with a Seizure Disorder/Epilepsy; Seizure Disorder/Epilepsy School Checklist