

<b>Epilepsy/Seizure Disorder</b>	
<b>Adopted:</b> May 21, 2013	<b>Last Reviewed/Revised:</b> February 3, 2025
<b>Next Scheduled Review:</b> 2027-2028	
<b>Associated Policies &amp; Procedures:</b> <a href="#">II-42 Medical Conditions</a> <a href="#">VI-68 Medications – Oral (Prescription, Non-Prescription)</a>	

## Purpose

To provide Halton Catholic District School Board (HCDSB) school administrators, school staff, appropriate others (e.g., volunteers) and parents/guardians with information, requirements and resources to assist students in managing their epilepsy and seizure disorder according to the Student Plan of Care.

To provide school staff and appropriate others with strategies of when and how to respond appropriately to an emergency incident according to the Student Plan of Care.

To minimize, where possible, the risks (triggers) in the school setting for students and others who are diagnosed with epilepsy and seizure disorder.

## Application and Scope

This procedure for Epilepsy/Seizure Disorder management is a guideline to be used by school staff and appropriate others (e.g., transportation providers, food service providers, volunteers, etc.), that addresses the components outlined in PPM 161 (Supporting Children and Students with Prevalent Medical Conditions (Epilepsy) in schools, 2018), to assist students in managing their epilepsy/seizure disorder and respond to an emergency situation on school site and/or at off-site school/HCDSB approved activities.

## References

[Good Samaritan Act](#)

[PPM 161](#)

## Definitions

**Epilepsy:** is a neurological disorder characterized by unprovoked recurrent seizures. Seizures are the physical effects of unusual burst of electrical energy in the brain that temporarily effect how it functions and may include muscle spasms, mental confusion, loss of consciousness, uncontrolled or aimless body movement, incontinence and vomiting. Seizures can range in severity from brief moments of staring or slight muscle twitches to more intense convulsions or loss of consciousness. If some seizures are not treated properly, this can result in a life-threatening situation.

Seizure disorders, where appropriate, are usually treated with drugs called anti-epileptics or anti-convulsants that have varying degrees of success in controlling the seizures. About 20% of people have seizures that cannot be brought under control by conventional drug therapy. Those that take drug treatment may experience side effects that affect personality (mood swings), motor capacity and cognitive abilities. The classroom teacher is to be aware of the side effects and apply strategies to accommodate the student's well-being and learning.

## Principles

- The ultimate responsibility for anaphylaxis management rests with the family and the student.
- The goal for students with epilepsy and seizure disorder is to become as independent as possible, as soon as possible, in managing their seizures. Independence of care also includes the development of self advocacy skills and a circle of support among persons who understand the disorder and can provide assistance as needed that will empower students, as confident and capable learners, to reach their full potential for self management of their medical condition(s) according to their Student Plan of Care.
- The role of the school is to support students with epilepsy to fully access school in a safe, accepting and healthy learning environment as outlined in their Student Plan of Care, while being aware of confidentiality and dignity of the student along with their well-being

## Requirements

The Principal or designate has the responsibility to coordinate communication of information to all school staff and to ensure that appropriate staff and others are familiar with the requirements and expectations of the HCDSB's Epilepsy/Seizure Disorder Protocol.

All requirements from PPM 161 are to be followed, and include:

1. A communication plan for the dissemination of information on supporting students with epilepsy/seizure disorder to parents/guardians, school staff and others in the community who are in direct contact with students (e.g., transportation providers, food service providers, volunteers, etc.).

2. Training, at minimum annually and reviewed as appropriate, is to be provided for school staff who have direct contact with students to ensure the safety and well-being of the student.

The scope of the training should include the following:

- strategies for preventing risk of student exposure to triggers and causative agents
  - strategies for supporting inclusion and participation in school
  - recognition of symptoms of a medical incident and medical emergency
  - information on school staff supports, in accordance with HCDSB policy
  - medical incident response and medical emergency response
  - documentation procedures
3. A requirement that every school administrator/designate will co-create, review, or update, the Student Plan of Care for a student with epilepsy/seizure disorder, following HCDSB approved procedures, in consultation with the parents/guardians, school staff (as appropriate), and with the student (as appropriate), along with any notes and instructions from the student's health care provider.
  4. A requirement that every Principal inform employees and others who are in direct contact on a regular basis with a student with epilepsy/seizure disorder about the contents of the Student Plan of Care.
  5. A requirement that every Principal ensure that, upon registration, parents/guardians and students shall be asked to supply information about epilepsy/seizure disorder.
  6. A requirement that every Principal maintain a file of current treatment and other relevant information for each student with epilepsy/seizure disorder, including a copy of any notes and instructions from the student's health care provider, a current emergency contact list and:
    - Student Plan of Care
    - Request and Consent for the Administration of Epilepsy/Seizure Disorder Intervention
  7. School staff are **NOT** to administer medication via rectal suppository or syringe injection.

## RESOURCES

School Administrators (or designate) are to be familiar with and use the following resources in developing a school wide comprehensive epilepsy/seizure disorder plan:

- HCDSB Epilepsy/Seizure Disorder Protocol
- HCDSB Epilepsy/Seizure Disorder Parent/Guardian Package
- HCDSB Medical Conditions School Administrators Responsibilities Chart
- HCDSB Medical Conditions Staff Responsibilities Chart

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- Epilepsy/Seizure Disorder Video

All School Staff are to be familiar with, and use, the following resources to support a student in managing their epilepsy/seizure disorder

- HCDSB Epilepsy/Seizure Disorder Protocol
- HCDSB Medical Conditions Staff Responsibilities Chart
- Epilepsy/Seizure Disorder Video

Occasional Teachers are to make themselves familiar with the content of the following resources to be used when supporting a student in managing their epilepsy/seizure disorder.

- HCDSB Epilepsy/Seizure Disorder Protocol
- HCDSB Medical Conditions Staff Responsibilities Chart
- Epilepsy/Seizure Disorder Video

### Parents/Guardians

The school administrator/designate is to provide parents/guardians and students the following resources and information that outlines the responsibilities of the parent/guardian and the students:

- HCDSB Epilepsy/Seizure Disorder Parent/Guardian Package (available on the HCDSB website + Parents + Your Child's Health + Medical Conditions + Epilepsy/Seizure Disorder)

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: \_\_\_\_\_  
*Director of Education and Secretary of the Board*