Tips on writing an epilepsy policy for school

This document contains an example of a paragraph to include in your school’s Inclusion Policy and also two examples of standalone School Epilepsy Policies. They are intended to provide you with a starting point, when producing your policy. As all schools work differently, your School Epilepsy Policy may look very different from these. The important thing is that your policy works for your school and your pupils.

“This work can really help schools in the key areas that inspectors will focus on under the new Ofsted Framework, including maximising progress for pupils with special needs and/or disability and overcoming barriers to learning.” Tim Feast – Education Consultant and Ofsted Lead Inspector

When writing your School Epilepsy Policy, as well as referring to the examples below you may find it helpful to read ‘Writing or reviewing your School Epilepsy Policy’, which is also available from Young Epilepsy. ‘Writing or reviewing your School Epilepsy Policy’ contains a list of helpful questions which you will need to consider when writing your School Epilepsy Policy.

Don’t look at your School Epilepsy Policy in isolation. For example you may also need to update your schools Health and Safety Policy, or you might incorporate your Epilepsy Policy in to the Health and Safety Policy. Are there any other policies you need to update?

Once you have completed your School Epilepsy Policy (or included epilepsy as part of another policy) we would be happy to review and endorse it for you. Or if you need further information and support we would be happy to help. Please email champions@youngepilepsy.org.uk or phone 01342 831 340.

Example paragraph to include in your schools inclusion policy

Supporting Children with Epilepsy

[Name of school] is committed to fully meeting the needs of pupils who have epilepsy, keeping them safe, ensuring they achieve to their full potential, and are fully included in school life. We will do this by:

- Keeping careful records of changes in behaviour and levels of achievement to identify pupils who are not achieving to their full potential

Better futures for young lives with epilepsy

Helpline: 01342 831342
Email: helpline@youngepilepsy.org.uk
• Tackling any problems early.
• Ensuring that all pupils with epilepsy are fully included in school life, activities and outings (day and residential) and are not isolated or stigmatised
• Giving voice to the views of pupils with epilepsy, for example regarding feeling safe, respect from other pupils, teasing and bullying, what should happen during and following a seizure, adjustments to support them in learning, adjustments to enable full participation in school life and raising epilepsy awareness in school
• Making necessary adjustments e.g. exam timings, coursework deadlines, timetables
• Liaising fully with parents and health professionals (with the parent’s permission) to share information about the pupil’s education, healthcare, medication and any affects this has on their school life (for example epilepsy medication and seizures can affect a person’s ability to concentrate). This will be an ongoing process
• Ensure that staff are epilepsy aware and know what to do if a pupil has a seizure
• If needed, there will be a trained member of staff available at all times to deliver emergency medication
• Every student with epilepsy will have an Individual Health Care Plan in place which will include information on the pupil's seizures, medication, and emergency protocols. A template is available from Young Epilepsy
• Raising awareness of epilepsy across the whole school community, including pupils, staff and parents

**Example School Epilepsy Policy (A)**

This policy is intended to ensure that [name of school] fully meets the needs of pupils who have epilepsy and that all pupils who have epilepsy achieve to their full potential. It has been prepared with reference to information available from Young Epilepsy [insert other sources].

Our School Epilepsy Champion is ________________

[Name of the school] will maintain the informal post of a School Epilepsy Champion, who has received training in epilepsy and supporting children who have epilepsy in school. The School Epilepsy Champion will take a leading role ensuring that the following epilepsy policy is adhered to.
[Name of school] will ensure that all pupils who have epilepsy achieve to their full potential by:

- Keeping careful and appropriate records of students who have epilepsy
- Recording any changes in behaviour or levels / rates of achievement, as these could be due to the pupil’s epilepsy or medication
- Closely monitoring whether the pupil is achieving to their full potential
- Tackling any problems early

[Name of school] will ensure that all pupils with epilepsy are fully included in school life, and are not isolated or stigmatised. We will do this by:

- Offering support in school with a mentoring or ‘buddying’ system to help broaden understanding of epilepsy
- Supporting pupils to take a full part in all activities and outings (day and residential)
- Giving voice to the views of pupils with epilepsy, for example regarding feeling safe, respect from other pupils, teasing and bullying, what should happen during and following a seizure, adjustments to support them in learning, adjustments to enable full participation in school life and raising epilepsy awareness in school

- Raising awareness of epilepsy across the whole school community, including pupils, staff and parents
- Making necessary adjustments e.g. exam timings, coursework deadlines, timetables

[Name of school] will liaise fully with parents and health professionals by:

- Letting parents know what is going on in school
- Asking for information about a pupil’s healthcare, so that we can fully meet their medical needs
- Asking for information about if or how the pupil’s epilepsy and medication affect their concentration and ability to learn
- Informing parents and health professionals (with the parent’s permission) of changes to the pupil’s achievement, concentration, behaviour and seizure patterns.

We will ensure that staff are epilepsy aware and know what to do if a pupil has a seizure.

If needed, there will be a trained member of staff available at all times to deliver emergency medication.