

EPILEPSY MANAGEMENT

POLICY STATEMENT

Epilepsy refers to recurrent seizures where there is a disruption of normal electrical activity in the brain that can cause disturbance of consciousness and/or body movements. The effects of epilepsy can vary. Some children will suffer no adverse effect whilst epilepsy may impact others greatly. Some children with epilepsy may have absence seizures where they are briefly unconscious.

Our service will implement inclusive practices to cater for the additional requirements of children with epilepsy in a respectful and confidential manner.

CONSIDERATIONS

Education and Care Services National Regulations	90, 91, 92, 93, 94, 95, 96, 178, 181, 182, 183, 184
National Quality Standard	QA2, QA6
Other Service Policies/Documentation	<ul style="list-style-type: none"> • Family Handbook • Enrolment, Orientation and Bookings policy • Dealing with Medical Conditions & Administration of Medication policy • Providing a Child Safe Environment policies • Management of Incident, Injury, Illness & Trauma policy • Online Enrolment Forms • Medication Form • Individual Epilepsy Management Plans • Emergency Medical Management Plan • Individual Medical Conditions Risk Minimisation Plans
Other	<ul style="list-style-type: none"> • My Time, Our Place • Disability Discrimination Act (1975) • NSW Antidiscrimination Act (1977) • Work Health and Safety Act (2011)

PROCEDURES

a) The Nominated Supervisor will ensure:

- A copy of this policy and Epilepsy Management Plan is provided to all educators and new during their induction process.

- At least one educator on the premises has completed first aid training approved by the Education and Care Services National Regulations at least every 3 years and is recorded, with each educator's certificate held on the service's premises.
- A Medical Conditions Risk Minimisation plan is completed for each child diagnosed, outlining procedures to minimise the incidence and effect of a child's epilepsy. The plan will cover the child's known triggers and where relevant other common triggers which may cause an epileptic seizure.
- All educators are trained to identify children displaying the symptoms of a seizure and locate their personal medication and Epilepsy Management Plan.
- All children enrolled at the service with epilepsy must have an Epilepsy Management Plan, seizure record and, where relevant, an Emergency Medical Management Plan, filed with their enrolment record. Records must be no more than 12 months old and updated regularly by the child's registered medical practitioner.
- A copy of this policy will be provided to a families of each child diagnosed with Epilepsy at the service and reviewed regularly.
- Ensure updated information, resources and support is available to families for managing epilepsy.
- Implement a communication strategy and encourage ongoing communication between families and educators regarding the current status of the child's medical condition, this policy and its implementation.
- Ensure that an educator accompanying children outside the service carries the prescribed medication and a copy of the Epilepsy Management and Emergency Medical Management Plan for children diagnosed with epilepsy attending excursions.

b) Educators will:

- Ensure a copy of the child's Epilepsy Management Plan is known to educators in the service.
- Follow the child's Epilepsy Management Plan in the event of a seizure.
- Record all epileptic seizures according to the Epilepsy Management Plan.
- Take all personal Epilepsy Management Plans and Emergency Medication Plans and any prescribed medication on excursions and other events.
- A suitably trained and qualified educator will administer prescribed medication when needed according to the Emergency Medication Management Plan in accordance with the service's Administration of Medication Policy.
- Recognise the symptoms of a seizure and treat appropriately by locating the Epilepsy Management Plan and the Emergency Medication Management Plan.
- Identify and where possible minimise possible seizure triggers as outlined in the child's Epilepsy Management Plan.

- Consult with the families of children with epilepsy in relation to the health and safety of their child, and the supervised management of the child's epilepsy.
- Ensure that children with epilepsy can participate in all activities safely and to their full potential.
- If a child who is not diagnosed with epilepsy has a seizure, a suitably trained and qualified educator will;
 - Protect the child from injury
 - Remove any hazards that the child could encounter.
 - Not restrain the child or put anything in their mouth.
 - Gently roll them on to the side in the recovery position as soon as possible.
 - Monitor the airway.
 - Call an ambulance when:
 - A seizure continues for more than three minutes.
 - Another seizure quickly follows the first.
 - It is the child's first seizure.
 - The child is having more seizures than is usual for them.
 - Certain medication has been administered.
 - They suspect breathing difficulty or injury.

c) Families will:

- Inform educators at the service, either on enrolment or on diagnosis, of their child's medical condition.
- Provide educators with an Epilepsy Management Plan and an Emergency Medication Management Plan.
- Assist educators by offering information and answering any questions regarding their child's medical condition.
- Notify educators of any changes to their child's medical condition and provide a new Epilepsy Management Plan in accordance with these changes.
- Communicate all relevant information and concerns to educators, for example, any matter relating to the health of the child.
- Read and be familiar with the policy.
- Bring relevant issues to the attention of both educators and the Nominated Supervisor.