POLICY: EPILEPSY	# 1016
SECTION: 1000 : SAFETY	Page 1 of 3
APPROVAL/REVISION DATE: June 12th, 2023	EFFECTIVE DATE: June 12th, 2023
REVIEW DATE: June 12th, 2028	
CROSS REFERENCE:	PPM – 161 Supporting Children and Students with Prevalent Medical Conditions in Schools Education Act, s. 265: Duties of the Principal Reg. 298, s. 20 – Duties of Teachers

1. RATIONALE

1.1 Thunder Bay Catholic District School Board is committed to promoting awareness of safety in schools and recognizes that the health and safety of students are essential preconditions for effective learning and participation in physical activity. The Board shall support students to establish a Plan of Care in the event that an individual experiences epilepsy and epileptic seizures.

1.2 It is the policy of the Thunder Bay Catholic District School Board to ensure the provision of minimized risk in all schools and to provide a safe environment that takes steps to reduce the risk of injury and promotes the overall wellbeing of students.

2. DEFINITION

2.1 **Epilepsy** is a chronic disorder of recurrent, unprovoked seizures. A person maybe diagnosed with epilepsy if they have two unprovoked seizures (or one unprovoked seizure with the likelihood of more) that were not caused by some known and reversible medical condition.

In many with epilepsy, seizures happen without warning, but in some people certain triggers can be identified including:

- Stress
- Anxiety
- Excitement
- Some over the counter/prescription medicines
- Hormonal changes
- Late nights
- Not taking medication
- Illness
- Unbalanced diet
- Photosensitivity
- Alcohol and recreational drug use

2.2 **Health Care Provider** may include Physician, Nurse Practitioner, Registered Nurse, Pharmacist, Respiratory Therapist, Certified respiratory Educator, or Certified Asthma Educator.

2.3 Principal

A Principal as defined in the *Education Act*.

2.4 Parent

A Parent in this policy refers to: a) parent(s); or guardian(s) with legal custody of a student; b) a student who is 18 years of age or older; or c) a student who is 16 or 17 years of age and has withdrawn from parental control).

2.5 Student

A Student in this policy refers to: a) a child under the age of 16; b) a child 16 or 17 years of age and has withdrawn from parental control; or c) a person 18 years or older.

3. GENERAL

3.1 It is the responsibly of the principal, on an annual basis, to notify parents and staff of their responsibilities under this policy

3.2 Upon registration of students each school year, the principal shall inform students and parents of their responsibility to provide written notification to the school of the child's medical condition. Written notification will be provided in the form, Appendix "A" – Completed by Health Care Provider and student and parent.

3.3 It is the responsibility of students and parents to notify the principal of any changes in their child's medical condition, recommended treatment and medication, by providing a new Plan of Care. Where a parent has provided a Plan of Care and there are no changes the following year, the student and parent shall provide written confirmation that the authorization continues to be valid. The principal shall place the written confirmation with the existing authorization form in the Ontario Student Record (O.S.R.).

3.4 It is the responsibility of students and parents to ensure that the school has the current treatment plans, emergency contact list and other relevant information for the student on file.

3.5 The principal, together with the students and parents, will develop an individualized Plan of Care for the student.

3.6 The principal is responsible for ensuring that all staff and school volunteers are aware of and can clearly identify the students who have an epileptic condition. The principal is responsible for ensuring that all staff and school volunteers are aware of the contents of any epileptic students' individual Plan of Care**.**

3.7 A copy of the Plan of Care for each student with epilepsy will be stored in the school office, the student's O.S.R., and in other accessible locations as outlined in the Plan of care. All staff will be notified of the locations. The classroom / homeroom teacher of a student with epilepsy will also retain a copy of the Plan of Care.

3.8 It is the responsibility of the classroom / homeroom teacher to educate their students regarding epilepsy and relevant components of a classmate's Plan of Care in case of an emergency.

3.9 The principal, with the cooperation of Student Transportation Services Thunder Bay, will inform bus drivers of students with epileptic conditions and will provide a copy of the relevant components of the students' Plan of Care to bus drivers in case of an emergency. It is the responsibility of the bus company to provide appropriate training for their employees

3.10 The principal of a student in Grade 6 will pass the Plan of Care to the receiving Grade 7 School in May of the school year. The same will apply to a student in Grade 8 who is entering into Grade 9.

3.11 The principal of a student leaving a school at any time, shall forward the student's Plan of Care to the receiving school.

4. Training

4.1 The school principal will coordinate training for all staff. Training will be available to all individuals in the school, for example, coaches, lunchroom supervisors, custodians, secretaries, student support staff, supply teachers and parent/guardian volunteers. Staff training shall occur annually as soon as possible in the school year.

5. Out-of-Class/School Prevention

5.1 The principal will provide a copy of the relevant components of each epileptic student's Plan of Care and a completed **Transportation Medical Form Appendix "C"** to the appropriate bus drivers for excursions.

5.2 The principal, in cooperation with parents, will develop the necessary accommodations for when a student with epilepsy is expected to participate in excursions off school premises.

5.3 The principal shall ensure that all supervisors are fully aware of the Plan of Care for all participating students with epilepsy.

5.4 If a student has a seizure, 911 must be called and the student immediately transported to a hospital.

Appendices / Resources

- Appendix A: Prevalent Medical Condition - Epilepsy – Plan of Care
- Appendix B: Transportation Medical Form
- http://www.epilepsy.ca/epilepsy-facts.html
- Epilepsy Information (Teacher's Resources)