



NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

ROLES and RESPONSIBILITIES: STUDENT EPILEPSY MANAGEMENT

November 2022

SCHOOL PRINCIPAL

Operational Duties

1. Reviews Student Epilepsy Management Administrative Procedures with entire staff each year in September and throughout the school year when required.
2. Notifies cafeteria staff, lunchroom supervisors, other school based staff and volunteers of any Individual Student Epilepsy Management Plans of Care for any students who have one.
3. Advises occasional teachers to review the Individual Student Epilepsy Management Plans of Care for students in their assigned classroom.
4. Ensures that the parent/guardian/caregiver is called and emergency action is taken as required in the Individual Student Epilepsy Management Plans of Care. Where necessary, arranges for transport of students to a hospital or emergency medical facility. Designates a staff person to accompany the student to the hospital.
5. Provides an accessible location(s) for the student's emergency supplies and/or rescue medication in the school office and classroom, as necessary.
6. Informs Catholic School Council of the Board procedure on Student Epilepsy Management and provides information on epilepsy identification and management.
7. Informs Niagara Student Transportation Services (NSTS) of the student's medical condition with parental consent.

Consent and Parental Involvement

1. Ensures that upon registration, parent/guardian/caregiver and students are asked to provide information on the student's medical condition.
2. Convenes a Case Conference which may include parent/ guardian/caregiver, the student if appropriate, and school staff to and collaborate on completing the Individual Student Epilepsy Management Plan of Care.
3. Works closely with the parent/guardian/caregiver and student with epilepsy to provide ongoing support.
4. Requests parent/guardian/caregiver provides all required medication for their children.
5. Ensures that school personnel receive any required training on the administration of rescue medications (where applicable).

Documentation

1. Ensures the annual completion of the Individual Student Epilepsy Management Plan of Care.
2. Ensures that Individual Student Epilepsy Management Plan of Care is posted in relevant and appropriate areas of the school (e.g., classroom, staff room and/or school office, etc.).
3. Ensures Student Management System reflects students identified with epilepsy and is available to Niagara Student Transportation Services (NSTS).



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Professional Learning

1. Provides information on understanding and managing epilepsy to school-based staff and others who are in direct contact with students on a regular basis.
2. Provides information for school staff regarding how to respond to seizure episodes and other emergency situations related to epilepsy.
3. Provides teachers with any appropriate resources to use in their classrooms.

TEACHERS AND CLASSROOM SUPPORT STAFF

1. Reviews the Individual Student Epilepsy Management Plan of Care and ensures it is available in the classroom for review by support staff and occasional teachers.
2. Participates in case conferences with parent/guardian/caregiver, principal and health professionals to receive information and resources on epilepsy management.
3. Allows flexibility in class routine and school rules as required.
4. Develops open lines of communication and encourages student(s) to indicate when they feel unwell or warnings of an imminent seizure episode.
5. Notifies parent/guardian/caregiver of school trips, special events, and athletic activities which may trigger seizure episodes and takes steps necessary to support the safety of the student while participating in the activity.

PARENT/GUARDIAN/CAREGIVER OF A STUDENT WITH EPILEPSY

1. Informs the school of the student epilepsy diagnosis and participates in case conferences with school principal, teacher, and involved health professionals (as required) to collaborate on the Individual Student Epilepsy Management Plan of Care annually.
2. Informs school administration regarding changes in the student's health and condition, and updates the Individual Student Epilepsy Management Plan of Care as necessary.
3. Provides and replenishes all necessary medication to the school.
4. Teaches student about their epilepsy and strategies to manage seizure episodes. Parents are encouraged to access community resources for support.

STUDENT DIAGNOSED WITH EPILEPSY

1. With an age-appropriate understanding of epilepsy and according to their ability, communicates to school staff when they are feeling unwell or concerned of a possible seizure episode (when possible).