



Parents/Guardians of a child with Epilepsy

As primary caregivers of their child, parents/guardians are expected to be active participants in supporting the management of their child's Epilepsy while the child is in school.

Parents/Guardians should:

- Educate their child about their Epilepsy with support from their child's physician/medical professional as needed.
- Guide and encourage their child to reach their full potential for self-management and self-advocacy.
- Inform the school of their child's diagnosis of Epilepsy and complete the following documents with the principal/designate:
 - Individual Student Epilepsy Plan of Care
 - Individual Student Plan of Care Annual Review
 - Consent for Student Support Team Involvement
 - Administration of Medication
 - Application to School Health Support Services (if applicable)
 - Consent to Use, Share and Disclose Personal Information
- Communicate changes to the Individual Student Epilepsy Plan of Care, such as changes to the status of their child's medical condition(s), or changes to their child's ability to manage the Epilepsy, to the principal/designate.
- Be an active participant in the annual review and update the Individual Student Epilepsy Plan of Care with the principal/designate.
- Supply their child and/or school with prescribed medication and supplies in their original, clearly labelled containers, as directed by a physician/medical professional and as outlined in the Individual Student Epilepsy Plan of Care.
- Track expiration dates of all medication(s) supplied and renew as needed.
- Seek medical advice from physician/medical professional as required.

Students with Epilepsy

Depending on their cognitive, emotional, social, and physical stage of development, and their capacity for self-management, students are expected to actively support the development and implementation of their Individual Student Epilepsy Plan of Care and the annual review where appropriate.

Students should:

- Carry out daily or routine, self-management of their Epilepsy to their full potential, as described in their Individual Student Epilepsy Plan of Care.
- Where appropriate, set goals for self-managing their Epilepsy, in conjunction with their parents/guardians, physician/medical professional and communicate their goals to the principal/designate.
- Communicate with their parents/guardians and school staff if they are facing challenges related to their Epilepsy at school.
- Wear medical alert identification that they and/or their parents/guardians deem appropriate.
- If possible, inform school staff and/or their peers if a medical incident or medical emergency occurs.

School Staff

As key partners who support the successful integration of students with prevalent medical conditions school staff are expected to be active participants in supporting the management of the student's Epilepsy while the student is in school.

School staff should:

- Foster a culture of collaborative professionalism to support students with Epilepsy by having frequent, open communication with parents/guardians, students, and school staff which will support a positive attitude toward student's full inclusion in all activities.
- Review regularly the contents of the Individual Student Epilepsy Plan of Care (s) for any student with whom they have direct contact with. All school staff should be aware of all Individual Student Epilepsy Plan of Care.
- Participate in any available training when offered in regards to Epilepsy as required by Niagara Catholic District School Board. The Niagara Catholic Authorization and Training Form must be completed with each student specific training session.
- If the parents/guardians provide written consent, school staff will share information in regards to a student's Epilepsy Signs and Symptoms, as outlined in their Individual Student Epilepsy Plan of Care with other students.
- Support strategies that reduce the risk of exposing students to triggers or causative agents in classrooms, common areas and extracurricular activities, in accordance with the Individual Student Epilepsy Plan of Care.
- Support a student's daily or routine management and respond to medical incidents and medical emergencies.
- Support inclusion by allowing students with prevalent medical conditions to perform daily or routine activities, as outlined in their Individual Student Epilepsy Plan of Care, in a school location and to enable students with prevalent medical conditions to participate in school to their full potential.
- Post the Individual Student Epilepsy Plan of Care:
 - in a conspicuous location (e.g., staffroom)
 - in a binder within the classroom
 - in the classroom teacher's supply notes
 - in any individual emergency kits
- Be familiar with the location of all emergency supplies.
- Communicate with parents/guardians in advance regarding classroom celebrations, parties, or other special activities where food may be served.
- Communicate with parents/guardians after unplanned exercise or extra-curricular activity if staff have concerns which are not addressed in the Individual Student Epilepsy Plan of Care.
- Bring the Individual Student Epilepsy Plan of Care and all supplies including any medication(s) to all field trips/events/activities away from the school and off school property. Communication between classroom teacher and parents/guardians should take place in advance for any necessary preparations.

Principal/Designate

In addition to the roles and responsibilities outlined under school staff.

The principal/designate should:

- Clearly communicate to parents/guardians and school staff the process for parents/guardians to notify the school of their child's Epilepsy diagnosis, as well as the expectation for the parents/guardians to co-create, review and update the following documents with the principal/designate:
 - Individual Student Epilepsy Plan of Care
 - Individual Student Epilepsy Plan of Care Annual Review
 - Consent for Student Support Team Involvement
 - Administration of Medication
 - Application to School Health Support Services (If applicable)

- Consent to Use, Share and Disclose Personal Information

The above process will be communicated to parents/guardians, at a minimum:

- the time of registration
 - the beginning of each school year
 - at the initial Student diagnosis
- Ensure the Individual Student Epilepsy Plan of Care and supporting documentation for each student with an Epileptic diagnosis is filed in the OSR.
 - Provide relevant information including any revisions from the Individual Student Epilepsy Plan of Care to school staff and others (e.g., food service providers, transportation providers, volunteers, occasional staff) who will be in direct contact with the student.
 - Communicate with parents/guardians of any medical emergencies, as outlined in the Individual Student Epilepsy Plan of Care.
 - Encourage the identification of school staff who can support the daily or routine management needs of students in the school with Epilepsy.
 - Ensure that the Individual Student Epilepsy Plan of Care for each student with Epilepsy is posted in a conspicuous location (e.g., staffroom) as well as within the classroom teacher's supply notes, in a binder within the classroom and in any individual medical kits.
 - Ensure all occasional staff are informed about the needs of students with Epilepsy within the school.
 - Ensure that school activities, including excursions, are planned in an inclusive manner to accommodate students with Epilepsy.
 - If a student becomes unresponsive at any time or their condition requires medical care and there is not a staff response which is not addressed in the Individual Student Epilepsy Plan of Care, immediately call 911.
 - Invite approved health care professionals to provide educational information in regards to Epilepsy to students and school staff. Ensure all confidentiality and privacy documentation are in place.

School Board

The Niagara Catholic District School Board should:

- Provide training opportunities and resources on Epilepsy.
- Develop strategies that reduce the risk of student exposure to triggers and causative agents.
- Develop expectations to support the safe storage and disposal of medication and medical supplies.
- Communicate the expectation that students can carry their medication and supplies to support management of their medical condition(s) if this is directed by a physician/medical professional and is outlined in their Individual Student Epilepsy Plan of Care.