



## Annette's Place Inc

### Epilepsy Management Policy

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 effects while 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.

#### National Quality Standard (NQS)

Quality Area 2: Children's Health and Safety		
2.1.1	<b>Wellbeing and comfort</b>	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation
2.1.2	<b>Health practices and procedures</b>	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	<b>Safety</b>	Each child is protected
2.2.1	<b>Supervision</b>	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	<b>Incident and emergency management</b>	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented

#### Education and Care Services National Regulations

Children (Education and Care Services) National Law NSW	
90	Medical conditions policy
90(1)(iv)	Medical Conditions Communication Plan
91	Medical conditions policy to be provided to parents
92	Medication record
93	Administration of medication
94	Exception to authorisation requirement—anaphylaxis or asthma emergency
95	Procedure for administration of medication
96	Self-administration of medication



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### PURPOSE

Our Service is committed to providing a safe and healthy environment that is inclusive for all children, staff, visitors and family members that are diagnosed with Epilepsy. The aim of this policy is to ensure that educators, staff and families are aware of their obligations in supporting children with epilepsy and management of seizures

### SCOPE

This policy applies to children, families, staff, management and visitors of the Service.

### DUTY OF CARE

Our service has a legal responsibility to provide

- a. A safe environment
- b. Adequate Supervision

Staff members need to have an adequate understanding of epilepsy and managing seizures to ensure the safety of children.

### BACKGROUND & LEGISLATION

Epilepsy is a common, serious neurological condition characterised by recurrent seizures due to abnormal electrical activity in the brain. While about 1 in 200 children live with epilepsy, the impact is variable – some children are greatly affected while others are not. Epilepsy is unique. There are virtually no generalisations that can be made about how epilepsy may affect a child. There is often no way to accurately predict how a child's abilities, learning and skills will be affected by seizures. Because the child's brain is still developing, the child, their family and doctor will be discovering more about the condition as they develop.

The most important thing to do when working with a child with epilepsy is to get to know the individual child and their condition. All children with epilepsy should have an Epilepsy Management Plan. It is



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important that all those working with children living with epilepsy have a good understanding of the effects of seizures, required medication and appropriate first aid for seizures.

Legislation that governs the operation of approved children's services is based on the health, safety and welfare of children, and requires that children be protected from hazards and harm. National Regulations of the Education and Care Services requires the Approved Provider to ensure that there is at least one educator on duty at all times who has a current approved Asthma qualification. As a demonstration of duty of care and best practice, it is recommended that all educators have current approved first aid qualifications.

#### **IMPLEMENTATION**

We will involve educators, families and children in discussions about medical conditions and general health and wellbeing. The Service will adhere to privacy and confidentiality procedures when dealing with individual health needs.

A copy of all medical conditions policies will be available on the Annette's Place website for all educators, volunteers and families of the Service. Hard copies will be provided as required. It is important that communication is open between families and educators so that management of epilepsy is effective.

It is imperative that all educators and volunteers at the Service follow a child's Medical Management Plan in the event of an incident related to a child's specific health care need, allergy or medical condition.

Management, Nominated Supervisor/ Person in Day to Day Charge will ensure:

- Staff review Epilepsy Management Plans annually.
- The majority of Staff members have completed first aid training approved by the Education and Care Services National Regulations at least every 3 years (as required) and is recorded, with a copy of each staff members' certificate filed.
- All staff attend regular training on the management of epilepsy and, where appropriate, emergency management of seizures using emergency epileptic medication, when a child with epilepsy is enrolled at the Service.



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- 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 children enrolled at the Service with epilepsy must have an Epilepsy Management Plan, seizure record and an Emergency Medical Management Plan. Records must be no more than 12 months old and updated regularly by the child's registered medical practitioner as required.
- Individual Epilepsy Management and Emergency Medical Management Plans will be placed in key locations throughout the Service.
- A copy of this policy will be provided to a parent or guardian of each child diagnosed with Epilepsy at the Service.
- Ensure updated information, resources and support is regularly given to families for managing epilepsy as required.
- Ensure that no child who has been prescribed epilepsy medication attends the Service without the medication.
- Ensure that a child's Epilepsy management plan is signed by a Registered Medical Practitioner and inserted into the enrolment record for each child. This will describe the prescribed medication for that child and the circumstances in which the medication should be used.
- Implement a communication strategy and encourage ongoing communication between parents/guardians and staff regarding the current status of the child's medical condition, this policy and its implementation.
- Ensure that a staff member 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.

#### Educators will:

- Ensure a copy of the child's Epilepsy Management Plan is easily accessible and known to staff in a Service.
- Follow the child's Epilepsy Management Plan in the event of a seizure.
- Record all epileptic seizures according to the Epilepsy Management Plan.



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- Take all personal Epilepsy Management Plans, seizure records, medication records, 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 parents/guardians 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.
- Increase supervision of a child diagnosed with epilepsy on special occasions such as excursions, incursions, parties and family days.
- Regularly check and record the expiry date of the prescribed Epilepsy Management medication.
- Provide information to the Service community about resources and support for managing epilepsy.
- 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 come into contact with
  - 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 (not required if, for example, child is safe in a wheelchair safe and airway is clear)
  - Monitor the airway
  - Call an ambulance; This may include 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



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- Contact the parent/guardian when practicable
- Contact the emergency contact if the parents or guardian can't be contacted when practicable
- If the incident presented imminent or severe risk to the health, safety and wellbeing of the child or if an ambulance was called in response to the emergency (not as a precaution) the regulatory authority will be notified within 24 hours of the incident

**In the event that a child (known to have an epileptic condition) suffers from an epileptic emergency the Service and staff will:**

- Follow the child's Medical Emergency Plan.
- If the child does not respond to steps within the Medical Emergency Plan call an ambulance immediately by dialing 000
- Continue first aid measures
- Contact the parent/guardian when practicable
- Contact the emergency contact if the parents or guardian can't be contacted when practicable
- Notify the regulatory authority within 24 hours

**Families will ensure they provide the service with:**

- Inform staff at the children's service, either on enrolment or on diagnosis, of their child's medical condition-epilepsy.
- Develop an individual Medical Conditions Risk Minimisation Plan with Service staff.
- Provide staff with an Epilepsy Management Plan and an Emergency Medication Management Plan developed and signed by a Registered Medical Practitioner for implementation within the Service.
- Provide staff with the prescribed medications from the Emergency Medication Management Plan, providing an adequate supply of emergency medication for their child at all times.
- Regularly check the expiry date of the prescribed medications kept at the Service.
- Assist staff by offering information and answering any questions regarding their child's medical condition.
- Notify the staff 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 staff, for example, any matter relating to the health of the child.



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- Comply with the Service's policy that no child who has been prescribed medication for epilepsy is permitted to attend the Service or its programs without that medication.
- Read and be familiar with the policy.
- Bring relevant issues to the attention of both staff and licensee.

#### Source

- Australian Children's Education & Care Quality Authority (2014).
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- ECA Code of Ethics
- Guide to the National Quality Standard
- Staying Healthy in Child Care. 5<sup>th</sup> Edition
- The Royal Children's Hospital Melbourne  
[http://www.rch.org.au/neurology/patient\\_information/about\\_epilepsy/](http://www.rch.org.au/neurology/patient_information/about_epilepsy/)
- Revised National Quality Standards

#### Review

Policy Reviewed	Modifications	Next Review Date
July 2017 Aug 2017	Minor terminology amendments – simplified introduction. Updated to meet the National Law and/or National Regulations in respect of a serious incidents and notification purposes.	July 2018
<b>October 2017</b>	Updated the references to comply with revised National Quality Standard	July 2018
<b>July 2018</b>	Minor terminology adjustments	July 2019