

**Pataula Charter Academy
Spring Creek Academy
Board Policy**

TITLE:

Seizure Disorder or Epilepsy Management Plan Policy

APPROVED BY: The Governing Board

REFERENCES: Guidelines for the Care Needed for Students with Seizure Disorder or Epilepsy. GaDOE
Epilepsy Foundation

PURPOSE:

To enable Pataula Charter Academy and Spring Creek Charter Academy to ensure a safe learning environment for students with seizure disorders

DEFINITIONS:

Emergency Seizure Medication: medication administered to stop seizures quickly.

Health Care Professional: A Doctor of Medicine or osteopathy, Physician's Assistant, or Advanced Practice Nurse licensed by the State of Georgia.

Seizures: sudden, temporary bursts of electrical activity in the brain that can change or disrupt the way messages are sent between brain cells. These electrical bursts can cause involuntary changes in body movement or function, sensation, behavior, or awareness.

Seizure Action Plan: a document developed and signed by the parent or guardian of a student being treated with a seizure disorder and the physician responsible for the student's seizure disorder treatment. Such a document shall set out the support and services the student may need while at school or participating in a school-related function and outline procedural guidelines that provide specific directions about what to do in emergencies.

Seizure Disorders/Epilepsy: a brain disorder that causes recurring, unprovoked seizures. A diagnosis of epilepsy may be made if you have two unprovoked seizures or one unprovoked seizure with a high risk of more. Not all seizures may relate to a brain injury or a family trait, but often the cause is completely unknown.

Trained Seizure Action Plan Personnel: school employee trained following O.C.G.A 20-3-779.3. Such employee shall not be required to be a healthcare professional.

PROCEDURE:

1. Provide Confidentiality and privacy of the student's medical information, including seizure disorder diagnosis. It will be respected and protected in accordance with applicable laws and regulations, such as the Health Insurance Portability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA).

2. Ensure that when the nurse is not readily available to provide direct care during the school day that there are adequately trained Personnel on staff to perform specific tasks to care for a student with a seizure disorder. **(Trained SAP Personnel)** Such tasks may include, but not limited to medication administration, seizure activity safety, monitoring, and emergency interventions, according to the Student's Health Plan and Seizure Activity Plan.
3. Trained SAP Personnel, shall be onsite where a student with an SAP is enrolled and shall be available during regular school hours to provide support and services to the student in accordance with the student's SAP. In the event the school nurse or Trained SAP Personnel are unavailable to provide such support and services, other school personnel shall be authorized to commence emergency procedures, including, but not limited to contacting 911 emergency services.
4. For purposes of field trips or school-related functions which parents or guardians are permitted to attend, the parent or guardian of a student with an SAP, or a designee of such parent, may accompany such student in lieu of a school nurse or Trained SAP Personnel.
5. The parent or guardian of a student who elects to seek support and services for the student's seizures while the student is at school or participating in a school-related function shall submit
6. Ensure that a copy of the SAP for each student with an SAP enrolled in the school shall be readily available at all times to school personnel working in the main office. In addition, a copy of the SAP for each student attending a field trip or other school-related function away from the school shall be readily available to school personnel with designated responsibility for supervision of such students.

TRAINING OF SCHOOL EMPLOYEES IN THE CARE OF STUDENTS WITH EPILEPSY OR SEIZURE DISORDERS

1. PCA and SCCA will ensure that training is provided to at least one member of school personnel per grade at each school attended by a student being treated for seizure disorder as required by Georgia Law O.C.G.A 20-3-779.3.
2. PCA and SCCA shall provide to all bus drivers responsible for the transportation of a student being treated for epilepsy/seizure disorder with notice of the student's condition, the student's emergency contact information, the student's parent or guardian contact information, and with seizure disorder first aid training.
3. Training for the school nurse and Trained SAP Personnel shall include, at a minimum:
 - a. Basic understanding of epilepsy and seizure disorders.
 - b. Recognizing medical and treatment issues associated with epilepsy and seizure disorders that can affect the educational process for students being treated for epilepsy or seizure disorder.
 - c. Assessing the student's understanding of and ability to manage their epilepsy or seizure disorder.
 - d. Recognizing common symptoms associated with epilepsy and seizure disorders.
 - e. Recognizing complications that require emergency assistance.

- f. Providing support and services, including, but not limited to first aid, to students under a seizure action plan.
 - g. Maintaining communication with the student, the student's parent or guardian, the school nurse and the student's teachers.
4. Approved online training for school personnel is on the Epilepsy Foundation website. <https://www.epilepsy.com/programs/training-education/school-personnel>. These training courses certify the school personnel for two years and should be renewed at a minimum every two years. Evidence of education will be maintained in the nursing office.

SEIZURE ACTION PLAN (SAP)

The SAP must:

1. Identify the student's particular diagnosis and describe the student's specific symptoms, including frequency, length, characteristics, precursors/triggers.
2. Identify the support and services school personnel may need to provide the student.
3. List and describe the student's daily and emergency medications related to their treatment of epilepsy and seizures and any other medication deemed relevant by the parent or guardian and the physician responsible for the student's treatment.
4. Identify any special considerations and safety precautions to be considered by the school system or employees to facilitate the student's access to and participation in the education program and school-related activities.
5. Describe the student's understanding of and ability to manage their epilepsy/Seizure disorder.
6. Include complete and updated contact information for the student's parents or guardians and the physician responsible.
7. Include a statement of acknowledgement and release from the student's parent or guardian authorizing the sharing of medical information between such student's physician and other health care providers and authorizing the school nurse to share medical information with other school employees as necessary.
8. Be signed by the student's parent or guardian and the physician
9. Be submitted and reviewed annually, upon enrollment or upon diagnosis.

EMERGENCY MEDICATION GUIDANCE

1. The school nurse shall ensure a proper medication order from a licensed prescriber, annually at the beginning of each academic year or when needed.
2. Prior to administration of emergency anti-seizure medication to a student by a school nurse or Trained SAP Personnel, the student's parent or guardian shall annually provide the school with:
 - a. Written authorization from the parent or guardian to administer the medication at

school and

- b. Written statement from the physician; which shall include the student's name and purpose of the medication, the prescribed dosage, detailed seizure symptoms, the method and frequency of administration, the specific circumstances under which the medication may be administered, any potential adverse response, and a protocol for observing the student after a seizure.

A school employee shall not be subject to any penalty or disciplinary action for refusing to serve as a trained seizure action plan personnel.

No physician, nurse, school employee, local school system, or charter school governing body shall be liable for civil damages or subject to disciplinary action under professional licensing regulations or school disciplinary policies as a result of the activities authorized or required by O.C.G.A 20-2-779.3 when such acts are committed as an ordinarily reasonably prudent physician, nurse, school employee, local school system, or charter school governing body would have enacted under the same or similar circumstance.

reviewed/revised	Created				
Date/Initial	8/23 KRF				
Board Approved Date	8/21/2023				