



# Epilepsy and Seizure Guidance

Date: March 2026

Review: March 2029

(or sooner if a change in legislation necessitates a review)

## Epilepsy and Seizure Guidance

### Staff will be made aware of students who have epilepsy or a history of seizures via:

- The student's Medical Profile on Arbor, this information will be pinned at the top of their Student Profile.
- The Ambulance Register; found in Staff Hub - All Staff - Health Information - 1 Medical Registers or via the link in the Staff Bulletin.
- Annual awareness training.
- Newly diagnosed students will have their medical information circulated to appropriate staff via email.
- Epilepsy/Seizure card can be carried by students if they wish

### Day-to-day Management

- An Individual Health Care Plan (IHCP) will be devised for each student with epilepsy in liaison with parents/carers and their treating Health Professional as appropriate.
- Students are encouraged to carry an Epilepsy/Seizure card to show teachers if they experience any warning signs.
- If it has been prescribed, parents/carers are requested to provide Buccal Midazolam 'Rescue Medication' which will be stored in a secure but easily accessible place in the Medical Room.
- Buccal Midazolam should be administered as per IHCP by the Medical Team or a First Aider trained to do so.
- If they wish, parents/carers may provide 'backup' routine antiepileptic medication to be administered if forgotten at home; this will be kept locked in the Medical Room.
- *Form A: Parental-School Agreement on the administration of medicine in school* must be completed by the parent/carer for all medications stored and administered in school.

### Seizure Management

- Students with epilepsy or a history of seizures are strongly encouraged to ask for help if they experience any warning signs.
- Students should then be guided to the floor; to save embarrassment this may be done outside the classroom if time allows, and the Medical Team or a First Aider called to attend.
- If staff see a student start to collapse and fall to the floor, they should not try to prevent this but try and protect them as they fall, and the Medical Team or a First Aider called to attend.
- For students with epilepsy, an individualised seizure management plan is documented in each student's IHCP; including when to call an ambulance and when Buccal Midazolam should be administered if prescribed.
- For students with a history of seizures staff should follow the *First aid for epileptic seizures* guidance. Epilepsy Action. Sept 2025 (Appendix A).

### **Trips**

- The Arbor Contact and Health Information Sheet for each trip and IHCP if appropriate will provide the medical information documented for those students who have epilepsy or a history of seizures.
- A 1:1 meeting regarding the individual student's needs will occur between the Trip Leader/First Aider on the trip and the Medical Team in consultation with parents/carers/health professionals as required, prior to the trip.
- Relevant documentation and medication will be taken on the trip.

### **Training**

- Staff will be given annual awareness training on epilepsy.
- Additional 1:1 training for individual students as required.

### **This Guidance is linked to the following school policies:**

- First Aid Policy
- Management of Medicines in School Policy
- Supporting Students with Medical Conditions Policy

### **Links**

*Supporting pupils at school with medical conditions.* DfE. Dec 2015  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf)

# First aid for epileptic seizures

To help someone having a tonic-clonic seizure, you don't have to be an expert. All you have to do is **CARE**.



## COMFORT

Cushion their head with something soft, to protect them from injury



## ACTION

Begin to time the seizure, and clear the area of anything potentially harmful. You could also check if the person has any medical ID or bracelet with more information on how to help



## REASSURE

When the seizure has stopped, place them in the recovery position, stay with them and reassure them as they come round



## EMERGENCY

Call 999 if:

- the seizure continues for more than 5 minutes
- the person goes into another seizure without regaining consciousness
- the person has trouble breathing after the seizure
- the person has never had a seizure before
- the person is injured



You can find out more about seizure first aid at:

[epilepsy.org.uk/firstaid](https://epilepsy.org.uk/firstaid)

You can find out about other seizure types at:

[epilepsy.org.uk/seizures](https://epilepsy.org.uk/seizures)



Recovery position

B148B.06  
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Epilepsy Action Helpline freephone 0808 800 5050

Registered charity in England and Wales (No: 234343)

A donation of just £4 helps us to provide vital first-aid training and information to those who need it. You can help at [epilepsy.org.uk/donate](https://epilepsy.org.uk/donate)

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