**Escambia County Public Schools Guidelines for Managing Seizures in the School Setting**

Escambia County Health Department, the School District of Escambia and County, the Epilepsy Services of Northwest Florida, Child Neurology Clinic, and the School Health Advisory Committee originally approved these guidelines for staff in order to competently meet the medical needs of a student with seizures in the school environment. Guidelines are revised as needed by the Escambia County School District Coordinator of School Health Services in collaboration with the contracted provider.

 I. **SEIZURE MANAGEMENT**

 A. **Parent/Guardian Responsibilities:**

* Inform school of student’s seizure disorder
* Provide copy of current Individual Seizure Action Plan from student’s healthcare provider
* Participate in the development of the student’s Individual Health Care Plan
* Maintain current emergency contact names and phone numbers at school
* Accept financial responsibility for 911 call and transportation to the hospital

 B. **Student Responsibilities:**

* Participate in development of Individual Health Care Plan, if cognitively appropriate
* Seek help if aware of pending seizure

 C. **Health Care Provider Responsibilities:**

* Provide consultation in the development of the student’s Individual Health Care Plan
* Provide Individualized Seizure Action Plan for student as needed
* Offer expert review of training materials and procedures

 D. **School Personnel and School Health Personnel Responsibilities:**

* Develop an Individual Health Care Plan and Emergency Care Plan (completed by RN)
* Notify appropriate personnel of a student’s health care needs utilizing an Emergency Care Plan, including transportation personnel
* Assure that at least two staff members are trained to provide first aid for seizures
* Provide first aid as needed
* Call 911 if:
* seizure lasts longer than 5 minutes or as directed by student’s healthcare provider;
* student has repeated seizures;
* student has trouble breathing during or after a seizure;
* student cannot be aroused after seizure; or
* student is pregnant, diabetic, or has no known seizure history
* Notify parent/guardian of seizure
* Document seizure in the Daily Visit Log in the Student Information System (Focus)

 II. **ADMINISTRATION OF VAGAL NERVE STIMULATION**

 A. **Parent/Guardian Responsibilities:**

* Participate in the development of the student’s Individual Health Care Plan
* Provide school with *Individualized Seizure Action Plan* if available
* Provide magnet
* Maintain current emergency contact names and phone numbers at school.
* Authorize physician to release medical information to school nurse
* Accept financial responsibility for 911 call and transportation to the hospital

 B. **Student Responsibilities:**

* Participate in development of Individual Health Care Plan, if age appropriate
* Use VNS magnet as directed by health care provider, if possible

 C. **Health Care Provider Responsibilities:**

* Provide Individualized Seizure Action Plan as needed
* Provide consultation in the development of the student’s Individual Health Care Plan
* Offer expert review of training materials and procedures

 D. **School Personnel and School Health Personnel Responsibilities:**

* Develop an Individual Health Care Plan and Emergency Care Plan (completed by RN)
* Notify appropriate personnel of a student’s health care needs utilizing an Emergency Care Plan
* Provide at least two trained competent persons, in addition to clinic staff, to apply magnet to vagal nerve stimulator and provide first aid
* Maintain magnet in safe location away from other magnetic sources (i.e. television, computer, microwave, credit cards and computer discs)
* Notify parent/guardian of use of vagal nerve stimulator magnet per Individual Health Care Plan.
* Document seizure in the Daily Visit Log in the Student Information System (Focus)
* Call 911 if:
* seizure lasts longer than 5 minutes;
* student has repeated seizures;
* student has trouble breathing during or after a seizure; or
* student cannot be aroused after seizure

 III. **ADMINISTRATION OF EMERGENCY MEDICATION**

 There are several types of emergency intervention medications used to control prolonged seizures and bouts of increased seizure activity (clusters). In the school setting, these medications are administered as directed by the student’s healthcare provider.

 See Appendix A for definitions of types of seizures.

 A. **Parent/Guardian Responsibilities:**

* Participate in the development of the student’s Individual Health Care Plan
* Provide school with Individual Seizure Action Plan if available
* Authorize physician to release medical information to school nurse
* Maintain unexpired emergency medication in school clinic
* Provide disposable plastic table cloth to protect privacy during administration if rectal gel emergency medication is provided at school
* Maintain current emergency contact names and phone numbers at school
* Accept financial responsibility for 911 call and transportation to the hospital

 B. **Student Responsibilities:**

* Participate in development of Individual Health Care Plan, if cognitively appropriate

 C. **Health Care Provider Responsibilities:**

* Provide Individual Seizure Action Plan for emergency medications that includes indication for type and duration of seizure and expected side effects
* Provide consultation in the development of the student’s Health Care Plan
* Offer expert review of training materials and procedures

 D. **School Personnel and School Health Personnel Responsibilities:**

* Develop an Individual Health Care Plan
* Notify appropriate personnel of a student’s health care needs
* Provide at least two trained competent persons, in addition to clinic staff, to administer emergency medication and provide first aid
* Use Nursing Decision Tree (Appendix B) to determine if procedure can be delegated
* Call 911 when emergency medication is administered
* Notify parent/guardian of seizure and administration of emergency medication
* Document drug administration on Student Medication Record
* Document seizure activity and response to treatment in Daily Visit Log in Student Information System (Focus)

 IV. **STAFF TRAINING**

 School staff and UAPs must have an understanding of management of seizures. It is the responsibility of the principal and the school nurse to implement appropriate education. If a parent provides an Individual Seizure Action Plan that is created and signed by the student’s healthcare provider, all District staff who have regular contact with the student at the school will complete a seizure awareness training. This training is provided online and is facilitated by the school nurse. Copies of the staff certificate of training will be uploaded to the student’s medical tab of the student information system. Staff who have regular contact with a student who has a seizure disorder will be provided a copy of a child specific Emergency Care Plan that is created by the school nurse. Unlicensed assistive personnel delegated to provide care for students with a seizure disorder will receive child specific training from the school nurse utilizing a delegation checklist. This training is provided annually with periodic monitoring.

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