



BOARD ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE

715 – Epilepsy

DIRECTIONAL POLICY

Healthy Schools and Workplaces

Title of Administrative Procedure:

Epilepsy

Date Approved:

April 2025

Projected Review Date:

April 2030

Directional Policy Alignment:

The Administrative Procedure aligns with the Healthy Schools and Workplaces Directional Policy – 700. The Board recognizes that the health and well-being of students and staff are foundational to their success. A healthy environment involves being respectful of one another's social, emotional, spiritual, and physical well-being. We all, board, school, family, students, health care providers, and community partners have a collective responsibility to support creating healthy work environments to keep students and staff safe.

Alignment with Multi-Year Strategic Plan:

The Epilepsy Administrative Procedure supports the CDSBEO mission of cultivating the heart, mind, body and soul of students and staff. The Board is committed to the health and well-being of staff and students and will ensure that Board employees are aware of the CDSBEO Administrative Procedures connected to Healthy Schools and workplaces. This mission calls the Board to these Strategic Priorities:

[CDSBEO Strategic Plan 2020-2025](#)

Purpose

The Catholic District School Board of Eastern Ontario is committed to the principle of providing healthy and safe learning environments for its students. Supporting individuals with Epilepsy is a commitment at all Board sites and schools within the CDSBEO.

Action Required

In accordance with PPM 161 *“Supporting Children and Students with Prevalent Medical Conditions in Schools”* in respecting the dignity and worth of all people and in keeping with the Gospel values, Catholic Social Teachings, and the Catholic Graduate Expectations - the CDSBEO believes that the safety of students with Epilepsy is a shared responsibility of the board, school, family, health care provider, and community partners.

To promote the safety and well-being of students, the Board supports students with Epilepsy to fully access school in a safe, accepting, and healthy learning environment that supports their well-being. A Plan of Care to empower students as a confident and capable learner to reach their full potential for self-management of their Epilepsy will be co-created with the school, parent(s)/guardian(s) and the student, when appropriate.

Responsibilities

The Board of Trustees is responsible for:

- Reviewing this Administrative Procedure to ensure its alignment with the Healthy Schools and Workplaces Directional Policy.
- Reviewing the Epilepsy Administrative Procedure as part of its regular policy and procedures review cycle.

The Director of Education is responsible for:

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure.

Superintendents of Schools and System Portfolios are responsible for:

- Overseeing implementation of the Epilepsy Administrative Procedure.
- Supporting Principals and other employees for whom they have supervisory responsibility with the implementation and compliance with the procedures and requirements under this Administrative Procedure.
- Ensuring that education and training opportunities about recognizing Epilepsy, recognizing and supporting when symptoms are worsening, are available for all employees and others who are in direct contact with students on a regular basis.

Principals and Vice-Principals are responsible for:

- Maintaining this administrative procedure in accordance with the parameters outlined.

- Providing leadership and support for staff in their knowledge, understanding, and implementation of this administrative procedure.
- Communicating to parents/guardians and appropriate staff the process for parents/guardians to notify the school of their child's medical condition(s), as well as the expectation for parents to co-create, review, and update a Plan of Care with the Principal or the Principal's designate. This process should be communicated to parents/guardians, at a minimum:
 - During the time of registration.
 - Each year during the first week of school.
 - When a child is diagnosed and/or returns to school following a diagnosis.
- Identifying students with epilepsy at the time of registration, during the first week of school or following diagnosis and gathering necessary epilepsy related information from the parents/guardians and students.
- Co-creating, reviewing, or updating an individual student Plan of Care for each student diagnosed with epilepsy, based on the recommendation of the student's health care provider.
- Maintaining a Plan of Care for each student diagnosed with epilepsy. The document may contain personal medical information, treatment plans, and/or other pertinent information about the student. That information must be obtained with the consent of the student or the parent/guardian, in accordance with applicable legislation, including relevant privacy legislation. This document shall also include current emergency contact information.
- Ensuring that all students have access to their prescribed rescue medications.
- Identifying epilepsy inducers in classrooms, common school areas and in planning field trips and implementing strategies to reduce risk of exposure.
- Identifying all students diagnosed with epilepsy and making them known to staff as necessary while giving due consideration to the issue of privacy.
- Informing school board personnel and others who are in direct contact with a student with epilepsy about the contents of the student's Plan of Care including occasional staff and other board personnel with access to individual Plans of Care of students for whom they will have direct contact.
- Maintaining an individual Plan of Care for each student known to have a diagnosis of epilepsy and ensure that the plan contains, but is not limited to:
 - A current emergency contact list.
 - Up-to-date medical information including a list of current required medication and appropriate puffer devices.
 - Pre-authorization to administer medications.

- Parental/Guardian permission for the student to carry medication and/or medical supplies on their person.
- An emergency response plan that includes contingencies for school excursions and activities.
- Parent/Guardian or adult student consent to disclose.
- Log of interventions and/or administration of rescue medication.
- A current photograph of the student.
- Complete the medical condition alert information in Aspen.
- Review the individual student Plan of Care at least yearly prior to the commencement of classes and periodically thereafter as needed.
- Arrange training for the school staff on how to administer epilepsy rescue medication.
- Identify a consistent, safe, accessible, unlocked storage place known to all applicable staff for epilepsy rescue medication.
- Annually send a letter to parents/guardians requesting that they inform the school immediately if their child(ren) have been diagnosed with epilepsy and accompanying medical/medication information.
- Establishing a communication plan to share information about epilepsy with parents/guardians, students, employees and include any other person who has direct contact with a student with epilepsy.
- Ensuring that epilepsy education and training opportunities about recognizing and preventing epilepsy inducers are provided for all staff who are or may be in direct contact with students.
- Providing relevant information from the student's Plan of Care to school staff and others who are identified in the Plan of Care (e.g., transportation providers, occasional staff who will be in direct contact with the student), including any revisions that are made to the plan.
- Communicating with parents/guardians in medical emergencies, as outlined in the Plan of Care.
- Including a process and appropriate resources to support students with prevalent medical conditions in the event of a school emergency (e.g., bomb threats, evacuation, fire, "hold and secure", lockdown) or for activities off school property (e.g., field trip, sporting event). This process should also include considerations for occasional staff.
- Completing the monthly tracking sheet regarding medical conditions, incidents, and emergencies in their school.

Staff are responsible for:

- Ensuring that they are knowledgeable about this Administrative Procedure.
- Being aware of all students with Epilepsy in the school via the Plan of Care provided by the school administration.
- Participating in annual training related to Epilepsy, via the Board's Learning Management System (Vector).
- Reviewing the contents of the Plan of Care for any student with whom they have direct contact.
- Sharing information on a student's signs and symptoms with other students, if outlined in the Plan of Care.
- Following strategies that reduce the risk of student exposure to causative agents in classrooms, common school areas, and extracurricular activities, in accordance with the student's Plan of Care.
- Supporting a student's daily or routine management and responding to medical incidents and medical emergencies that occur during school, as outlined in the student's Plan of Care.
- Supporting inclusion by allowing students with Epilepsy to perform daily or routine management activities in a school location (e.g., classroom), as outlined in their Plan of Care, while being aware of confidentiality and the dignity of the student.
- Enabling students with Epilepsy to participate in school to their full potential, as outlined in their Plan of Care.
- Leaving appropriate student Plan of Care information for occasional staff replacing them, in a prominent and accessible format.
- In the case of an emergency, assist with administering epilepsy rescue medication to students in their care.
- Calling 911, or, if appropriate, notifying the principal or designate to call 911, in the case of a medical emergency.
- Reporting to the Principal or designate of any student who has experienced a seizure immediately or as soon as possible.

Students are responsible for:

- Taking responsibility for advocating for their personal safety and well-being consistent with their cognitive, emotional, social, and physical stage of development and their capacity for self-management, where possible.
- Participating in the development and review of their Plan of Care, as developmentally appropriate.

- Carrying out daily or routine self-management of their Epilepsy to their full potential, as described in their Plan of Care.
- Communicating with their parents/guardians and school staff if they are facing challenges related to their Epilepsy at school.
- Wearing medical alert identification that they and/or their parent(s)/guardian(s) deem appropriate.
- If possible, inform school staff and/or their peers if a medical incident or a medical emergency occurs.

Parent(s)/Guardian(s) are responsible for:

- When a student is diagnosed by a physician with Epilepsy, it is the responsibility of the parent(s)/guardian(s) to identify the student to the school Principal, to provide all relevant information and ensure the Plan of Care is accurate.
- Educating their child about their Epilepsy with support from their child's health care professional, as needed.
- Guiding and encouraging their child to reach their full potential for self-management and self-advocacy.
- Informing the school of their child's Epilepsy and known inducers and keeping the school updated on any changes required in the child's Plan of Care.
- Completing and submitting the Authorization for Administration of Medication form, in conjunction with the child's health care provider, on an annual basis.

Progress Indicators

- The members of CDSBEO school and workplace communities have the information which they need to provide support to those with Epilepsy.
- Students advocate for their own health and well-being to support their Plan of Care to their maximum potential.
- Parent(s)/Guardian(s) cooperate with the school to provide all relevant information related to their child's Epilepsy.

Definitions

- **Epilepsy:** A neurological condition that causes unprovoked, recurrent seizures. A seizure is a brief disruption in normal brain activity that interferes with brain function.
- **Plan of Care:** Is a form that contains individualized information on a student with a

prevalent medical condition.

Related Documents

- Appendix A – [Plan of Care Checklist](#)
- Appendix B – [Plan of Care: Epilepsy](#)
- Appendix C – [Medical Conditions, Incidents & Emergencies – Monthly Form for Principals](#)

References

- [Epilepsy Ontario](#)
- [Healthy Schools, Ministry of Education](#)
- [Municipal Freedom of Information and Protection of Privacy Act](#)
- [Ontario Education Services Corporation - Prevalent Medical Conditions: Plans of Care](#)
- [PPM 161: Supporting Children and Students with Prevalent Medical Conditions](#)
- [The Education Act](#)