St Cyprian's Greek Orthodox Primary Academy

ΠΑΝΤΑ ΙΣΧΥΩ ΕΝ ΤΩ ΕΝΔΥΝΑΜΟΥΝΤΙ ΜΕ ΧΡΙΣΤΩ ΙΝΑ ΑΡΙΣΤΕΥΩ

I AM STRONG THROUGH JESUS CHRIST

TO THE BEST THAT I CAN BE

Epilepsy Policy

Revised: July 2026

Reviewed and ratified by Full Academy Trust:

Date: 15th July 2026

Signed:

Name: PETER TRAGOULIAS

Position: Chair of Finance Audit & Risk Committee

Date of next review: July 2028

Mission Statement

The aim of St Cyprian's Greek Orthodox Primary Academy is to provide its children with primary education of the highest quality in a supportive learning environment through the national curriculum in the core subjects, enriched by the progressive teaching of the Greek language and Christian Orthodox religion.

The children will be equipped with the knowledge, skills and spirituality to enable them to achieve their full potential and prepare them for transition to secondary education and to contribute positively to the challenges of a diverse multicultural society.

The term 'parents' in this policy also refers to carers.

Statement of Intent

This policy is intended to ensure that St Cyprian's Primary Academy fully meets the needs of pupils who have epilepsy and that all pupils who have epilepsy achieve to their full potential. It has been prepared with reference to information available from Young Epilepsy.

St Cyprian's Primary Academy will ensure that all pupils who have epilepsy achieve to their full potential by:

- Keeping careful and appropriate records of students who have epilepsy
- Recording any changes in behaviour **or** levels / rates of achievement, as these could be due to the pupil's epilepsy or medication
- Closely monitoring whether the pupil is achieving to their full potential
- Tackling any problems early

St Cyprian's Primary Academy will ensure that all pupils with epilepsy are fully included in school life, and are not isolated or stigmatised. We will do this by:

- Offering support in school with a mentoring or 'buddying' system to help broaden understanding of epilepsy
- Supporting pupils to take a full part in all activities and outings (day and residential)
- Making necessary adjustments through differentiated learning activities and timetable.
- Giving voice to the views of pupils with epilepsy, for example regarding feeling safe, respect from other pupils, teasing and bullying, what should happen during and following a seizure, adjustments to support them in learning, adjustments to enable full participation in school life and raising epilepsy awareness in school.
- Raising awareness of epilepsy across the whole school.

Communication

With Parents When a pupil who has epilepsy joins St Cyprian's Primary Academy or an existing student is diagnosed with epilepsy, a meeting with parents will take place to:

- Discuss the pupil's medical needs, including the type of epilepsy he or she has.
- Discuss if and how the pupil's epilepsy and medication affect his or her ability to concentrate and learn, and how the pupil can be supported with this.
- Discuss any potential barriers to the pupil taking part in all activities and school life, including day and residential trips, and how these barriers can be overcome.
- Advise parents of the school's epilepsy policy.

- Discuss with parents the arrangements for ensuring that all relevant staff are trained and other pupils are epilepsy aware.
- Ensure that both medical prescription and parental consent are in place for staff to administer any necessary medication.
- Initiate the completion of a Heath Care Plan, including types of seizures, symptoms, possible triggers, procedures before and after a seizure and medicines to be administered.
- Discuss how the school, parents and pupil can best share information about the pupil's progress in school and any changes to his or her epilepsy and medication.

A record of what was discussed and agreed at this meeting will be kept by the school. After the initial meeting, the school will continue to share information with the pupil's parents and to involve the parents in any decision-making process. Where appropriate the pupil will also be involved in this process.

We will ensure that staff are epilepsy aware and know what to do if a pupil has a seizure.

If needed, there will be a trained member of staff available at all times to deliver emergency medication.

Appendix 1

Useful forms available from Young Epilepsy

The following can be requested from Young Epilepsy by emailing info@youngepilepsy.org.uk:

- Contact details form,
- Current medication record.

The following can be downloaded from the Young Epilepsy website:

- Individual Healthcare Plan,
- Record of the Use of Emergency Medication,
- Seizure Record Chart,
- Seizure Description Chart.

Please find attached the following helpful information with regard to:

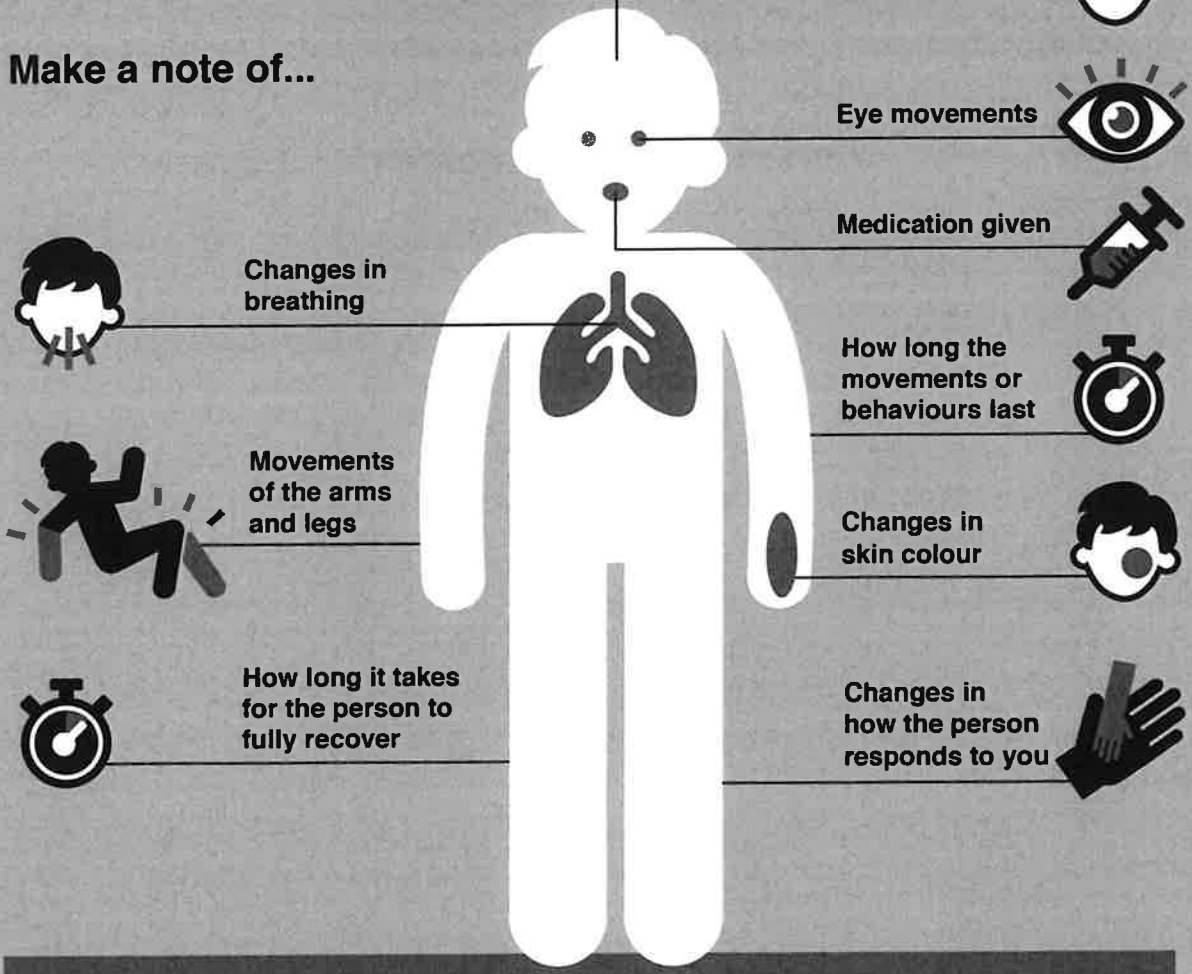
1. Keeping records of possible seizures:

Young Epilepsy

Keeping records of possible seizures

As soon as you can, take some time to sit down and write a description of exactly what happened.

Make a note of...



Don't forget to write down the exact times and dates.

You should also write down what the person was doing before the episode started and where it happened.

2. Witnessing a Seizure form that would be helpful to be kept on any such incident, as follows:

Young Epilepsy

Witnessing a Seizure (Use this table to help record your observations)

Before the Seizure					
Location					
Precipitating Factors	None ☐	Anxious ☐	Stressed ☐	Tired ☐	Other
Preceding Symptoms/ Feelings	Irritable ☐	Impulsive ☐	Nauseous ☐	Strange Sensations ☐	Other
Position at Onset	Sitting ☐	Standing ☐	Lying ☐	Other	
During the Seizure					
Time at onset		Time at end of seizure		Duration of seizure	
Did the child fall?	Yes / No	Forwards/ Backwards	Description:		
Breathing	Rapid ☐	Shallow ☐	Deep ☐	Laboured ☐	Other
Colour	Note any changes in skin tone, particularly around the mouth and extremities.				
Describe any Movements of:					
Head					
Arms					
Legs					
Eyes	Deviated to the left ☐	Deviated to the right ☐	Pupils dilated ☐	Other	
Level of awareness/ responsiveness	Fully aware ☐	Reduced awareness ☐	Responsive to voice ☐	Responsive to touch ☐	No responses ☐
Any Injury	Tongue ☐	Limbs ☐	Head ☐	Other	
Incontinence	Urinary: Yes / No		Faecal: Yes No		
Action Taken					

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After the Seizure (briefly describe each of the following)				
Level of alertness Immediately following seizure 5 minutes after seizure				
Maintenance of alertness				
Level of confusion				
Muscle weakness				
Total duration of event				
Total recovery time				
Treatment Given	Medication	Strength	Time of administration	Response
Parents informed		Signed		
Print name				
Date			Time	

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You can download this form from the following link:

https://www.youngepilepsy.org.uk/sites/default/files/dmdocuments/Witnessing-a-Seizure-form.pdf

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iYoung Epilepsy's Individual Healthcare Plan.