



Townlands C of E Primary Academy
Epilepsy Policy

Approved by: Rachael Johnson

Date: February 2026

Next review due by: February 2028

Aim of policy

This policy is intended to ensure that Townlands 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 the National Centre for Young People with Epilepsy (NCYPE).

Important information

Townlands will ensure that all pupils who have epilepsy achieve 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
- Creating a risk assessment where necessary

Townlands 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
- Supporting pupils to take a full part in all activities and outings
- Making necessary adjustments

Townlands will liaise fully with parents and health professionals by:

- Letting parents know what is going on in school
- Asking for information about a pupil's healthcare, so that we can fully meet their medical needs
- Asking for information about if or how the pupil's epilepsy and medication affect their concentration and ability to learn
- Informing parents and health professionals (with the parent's permission) of changes to the pupil's achievement, concentration, behaviour, and seizure patterns. We will ensure that staff are epilepsy aware and know what to do if a pupil has a seizure through first aid training. If needed, there will be a trained member of staff available to deliver emergency medication.

Medical Needs

At the beginning of the academic year or immediately following the pupil's diagnosis, the SENDCo and class teacher will meet to discuss the pupils' support needs. At this meeting all attendees will be given a copy of the pupils' Individual Healthcare Plan.

The pupil's Individual Healthcare Plan will be kept in the classroom's medical folder. This will be reviewed annually or earlier if there are any changes. If appropriate, a record will be kept of the pupil's seizures, so that any changes to seizure patterns can be identified and so that this information can be shared with the pupil's parents and healthcare team. Staff will be aware of who is trained to administer medication where this is necessary. We will endeavor to ensure that enough staff are trained and available, so that even if the person who usually administers emergency medication is unexpectedly absent, there will still be a trained member of staff available to administer the emergency medication. A record of staff trained in administering emergency medication will be kept in school.

Monitoring arrangements

This policy will be reviewed bi-annually by the SENDCO. At every review, it will be approved by the governing board.

Links to other policies

This policy links to the following policies:

- Accessibility plan
- Supporting pupils with medical conditions
- SEND policy

See individual healthcare plans.