



MEDICAL ALERT – SUPPORTING STUDENTS DIAGNOSED WITH EPILEPSY/SEIZURE DISORDERS

Context

The Board of Education is committed to the well-being of students K-12 who may require emergency medical care while at school or during school-sanctioned events. Students who have been physician-diagnosed with epilepsy/seizure disorders require planned care and support as outlined in the BC Ministry of Education and Child Care "Safe and Healthy Schools".

Guiding Principles

To support the safety, health and well-being of students K-12 who have been physician diagnosed with epilepsy/seizure disorders, the Board believes caring for students is a joint responsibility of parents/guardians, school staff, students, Nursing Support Services and Public Health Nurses. The following are **mandatory** to ensure all students diagnosed with epilepsy/seizure disorders are provided with a safe, positive, and equitable learning environment.

Procedures

When there is NO Seizure Rescue Intervention, the Parents/Guardians will:

- a) Annually complete and provide the school with the **mandatory** Seizure Action Plan & Medical Alert Information Care and Protocol. This is required at the time of registration, at the beginning of each school year, upon diagnosis and at any time there is a change in the student's epilepsy/seizure disorders management.
- b) Collaborate with the Public Health Nurse to train identified/supervising school staff when deemed necessary.
- c) For students demonstrating a level of maturity, encourage their child to inform close friends of their diagnosis of epilepsy/seizure disorder.
- d) Remove supporting documentation from school sites at the end of each school year.
- e) Encourage their child to wear medical identification.
- f) If the child will be using district transportation, provide information about the child's medical alert by completing the online transportation registration form.
- g) Be available, or arrange for a delegate, to always respond by phone or in person.

When there is a Seizure Rescue Intervention, the Parents/Guardians will:

- a) Complete **all** steps listed in the "Parent Checklist: Schools Requesting a Nursing Support Services (NSS) Seizure Rescue Intervention Training Session". **All** steps are **mandatory**. Using the checklist is optional.
- b) Attend an information-sharing session with the identified non-medical school staff who will be administering their child's seizure rescue intervention. Attendance should also include the school administrator and case manager (if applicable).
- c) For students demonstrating a level of maturity, encourage their child to inform close friends of their diagnosis of epilepsy/seizure disorders and the location of their epilepsy/seizure rescue intervention.
- d) Remove epilepsy/seizure disorders medication and any supporting documentation from school sites at the end of each school year.
- e) Encourage their child to wear medical identification.
- f) Be available, or arrange for a delegate, to always respond by phone or in person.

NOTE:

- In the case of secondary school students, the student may assume some of the parent's/guardian's role.
- Students may not update medical data if parents/guardians have registered conflicting information.
- It is recommended that students who demonstrate a level of maturity regarding their serious medical condition carry emergency supplies on their person.

The School Principal/Vice-Principal will:

- a) Collect from the parent/guardian, the **mandatory** Seizure Action Plan & Medical Alert Information Care and Protocol. This form is required at the time of registration, at the beginning of each school year, upon diagnosis and at any time there is a change in the student's epilepsy/seizure disorders management.
- b) Ensure, at the start of each school year, that **all** school staff complete the **mandatory** "General Information Epilepsy/Seizure Disorders Training" and provide additional mid-year training as needed. Administrators are to contact their school assigned Public Health Nurse for the most up to date training information.
- c) Collaborate with parents/guardians if a seizure rescue intervention has been prescribed.
- d) If families are requesting that their child receive seizure rescue intervention at school, schools must complete: the Nursing Support Services Training Request Form Seizure Rescue Intervention Request and email it to the Nursing Support Services Provincial Office (the email address is listed on the form).

NOTE: The Nursing Support Service training is 1 of 7 steps that are all required before school staff can administer seizure rescue intervention.

- e) Identify at least three school staff members who will receive training from Nursing Support Services in administering the seizure rescue intervention.
- f) Ensure that all school staff who are directly supervising students diagnosed with epilepsy/seizure disorders are well versed in the Seizure Action Plan & Medical Alert Information Care and Protocol.
- g) Communicate information to the school's assigned Assistant Superintendent in September. An email will be sent to all administrators with a link requesting the following information:
 - The name of the school administrator who will be responsible for overseeing the **mandatory** Seizure Action Plan & Medical Alert Information Care and Protocol
 - The name, grade and school of each student diagnosed with epilepsy/seizure disorders
 - The dates the completed form is returned to the school by parents/guardians
 - If the **mandatory** form has not been returned to school, the three dates the school has communicated with the parents/guardians requesting the documentation
 - The date all school staff have completed the **mandatory** seizure training
 - The date the identified school staff complete the "Seizure Rescue Training for Non-Medical School Personnel" through BC Children's Hospital
 - The date the Nursing Support Services Coordinator provides training for the seizure rescue intervention
 - The names and titles of staff who will be administering a seizure rescue intervention
- h) Keep records of communication with parents/guardians requesting the Seizure Action Plan & Medical Alert Information Care and Protocol. Document each date of communication or date when communication was initiated.

NOTE: After three attempts to obtain the **mandatory** Seizure Action Plan & Medical Alert Information Care and Protocol from parents/guardians and the required form is not returned, the parents/guardians must be notified that the Standard Procedure of Care will then be in place; for example, 911 will be called if there is a concern for the student's safety, health and well-being.

- i) Notify parents/guardians when staff trained to administer seizure rescue intervention are unavailable on any given day.
- j) Collaborate with the parents/guardians, the student, and any school staff directly supervising the student in the implementation of the Seizure Action Plan & Medical Alert Information Care and Protocol during the school day and after-hours school-related activities.

- k) Provide information to all school staff so they are visually familiar with students diagnosed with epilepsy/seizure disorders. Display the student's Medical Alert Photo ID in an appropriate place, while ensuring confidentiality.
- l) Ensure school personnel are aware of the location of the student's medication. It is recommended that students who demonstrate a level of maturity regarding their epilepsy/seizure disorder may carry medication(s) on their person for immediate availability.
- m) Establish a recording system to notify parents/guardians when medication has expired and needs replacing.
- n) Provide, on an annual basis, a copy of the **mandatory Seizure Action Plan & Medical Alert Information Care and Protocol** for each student who is a registered bus rider to the Manager of Transportation (to be completed by November 1st of each school year).
- o) Provide a safe, appropriate, and unlocked storage area for medication(s), and equipment, including provisions for school-authorized field studies.

NOTE: For each student who requires assistance, an established medication administration process that includes a medication record must be followed. A record of all medication administered must be recorded by name, date, time of day, amount of medication administered by whom, and initials of the staff who assisted with medication.

- p) Assure that a copy of the completed **mandatory Seizure Action Plan & Medical Alert Information Care and Protocol** is stored in the student's file.
- q) Communicate to parents/guardians any changes to the school/classroom environment that may create health concerns for a student diagnosed with epilepsy/seizure disorders.
- r) Return all remaining medication and any supporting documentation to the parent/guardian at the end of each school year.
- s) Provide medical information for any Teachers Teaching on Call (TTOC) supervising the student diagnosed with epilepsy/seizure disorders.

Definitions

Definition of Standard of Care from Canadian Public Health Association: *Standard of Care is only relevant when a Duty of Care is established. The Standard of Care speaks to what is reasonable in the circumstances.)*

Seizure Action Plan & Medical Alert Information Care and Protocol: This Ministry form is a communication tool for use by parents/guardians and the student's most responsible practitioner

to document and share information with the school in order for school staff to provide seizure care at school. The Seizure Action Plan and Medical Alert Information Care & Protocol (revised June 2024) is **mandatory** for all students (K - 12) diagnosed with a Seizure Disorder/Epilepsy and it must be reviewed and updated annually in SEPTEMBER. A link to the most up to date form is provided in the supporting documents, Quick Reference Guide for Students Diagnosed with a Seizure Disorder/Epilepsy Please. It is recommended schools print (in colour) or send this link out to families for them to download to complete.

Relevant Board Policy: 435, 435A, 435R, F436.1, F436.2

Developed by: District Principal - Inclusive Education Services

Date Agreed: October 29, 2024

Date Amended:

Related Documents: Quick Reference Guide for Students Diagnosed with a Seizure Disorder/Epilepsy; Seizure Disorder/Epilepsy School Checklist



Quick Reference Guide for Students Diagnosed with a Seizure Disorder/Epilepsy

Students who have been physician-diagnosed with a Seizure Disorder/Epilepsy require planned care and support as outlined in the BC Ministry of Education & Child Care and the Ministry of Health. More information can be found at BC Children's Hospital: [Learn About Seizure Care in the School Setting.](#)

Below is a quick summary of the required documentation and pertinent information to ensure the health and well-being of all students diagnosed with Seizure Disorder/Epilepsy.

Supporting Documents:

- [Seizure Action Plan and Medical Alert Information Care & Protocol \(revised June 2024\)](#)
- [Nursing Support Services Training Request Form Seizure Rescue Intervention Request \(revised June 2024\)](#)
- [Nursing Support Services \(NSS\) School Checklist - Steps in Training School Staff to Provide Seizure Rescue Intervention\(s\) in the School Setting](#)
- [Nursing Support Services Training Request Form Seizure Rescue Intervention Request \(revised June 2024\)](#)
- [Medical Alert Photo ID](#)
- [Seizure Disorders – Epilepsy Communication Log and Demographics Form](#)

1) The BC Ministry of Education & Child Care, states that the **Seizure Action Plan and Medical Alert Information Care & Protocol (revised June 2024)** is **mandatory** for **all students (K - 12) diagnosed with a Seizure Disorder/Epilepsy** and it **must be reviewed and updated annually in SEPTEMBER**. Please print (in colour) or send this link out to families for them to download and complete

****A Most Responsible Practitioner (MRP) must be consulted, and their signature must be obtained if a Seizure Rescue Intervention has been prescribed. This document must be printed in colour: The orange sections are for parents to complete. The green section is for the Physician/MRP to complete. The blue sections are for the school to complete.**



Seizure Action Plan & Medical Alert Information Care and Protocol

Student's Name _____ Date of Birth _____

This form is a communication tool for use by parents/guardians and the student's most responsible practitioner (MRP) to document and share information with the school in order for school staff to provide seizure care at school. Please review and update this form yearly or sooner if the student has a seizure at school or if there have been any changes in the student's condition and/or treatment.

Instructions for completion of this form:

Parent/guardian to complete all orange sections MRP to complete all green sections School to complete all blue sections

SAP Start Date: _____ SAP Expiry Date: June 30th, 20 _____ SAP Review Date(s): _____
NOTE: If the SAP start date is after May 1st, the SAP may be set to expire on June 30th of the following year

PART 1: PARENT/GUARDIAN to fill in this information

Name of Student:	Date of Birth:	Care Card Number:	Date Plan Initiated:
School:	School Year:	Grade/Division:	Teacher:

CONTACT INFORMATION: Please indicate who is to be called first and at which number

Parent/Guardian 1:	Name: _____			
	☐ Call First	☐ Cell Number:	☐ Work Number:	☐ Home Number:
			☐ Other Number:	

2) At the beginning of every school year, all school staff must complete the annual, mandatory **General Seizure Training**. Administrators are to contact the Public Health Nurse assigned to their school to determine if training will be provided in person or online: [Epilepsy & Seizure Information for Schools.pdf](#) and/or [Epilepsy & Seizure Information for Schools \(video\)](#).

3) Families must complete **all** steps listed in the "Parent Checklist: Schools Requesting a Nursing Support Services (NSS) Seizure Rescue Intervention Training Session". All steps are mandatory; however, the checklist is optional.



Nursing Support Services

3644 Slocan St, Vancouver, BC, V5M 3H4

Parent Checklist (Optional)

Schools Requesting a Nursing Support Services (NSS)

Seizure Rescue Intervention Training Session

Before the NSS Training Session:

- ☐ 1. Ensure that the Seizure Action Plan and Medical Alert Information (SAP) form is **fully completed** including:
 - ☐ PART 1 – Parent/guardian completes
 - ☐ PART 2 – Parent/guardian and school complete
 - ☐ PART 3 – Physician completes
 - ☐ PART 4 – Parent/guardian completes
 - ☐ Appendix A – Parent/guardian completes
 - ☐ Seizure Log – this section is not filled in now. The non-medical school staff will complete it if your child has a seizure or receives a rescue intervention at school.
- ☐ 2. As directed by your child's school or school district, complete the School District Medical Alert /Life Threatening Conditions form, if required.

4) If families are requesting that their child receive Seizure Rescue Intervention at school, **schools must complete**: the Nursing Support Services Training Request Form Seizure Rescue Intervention Request (revised June 2024) and email it to the Nursing Support Services Provincial Office (the email address is listed in the form).

*** Please note, the Nursing Support Service training is 1 of 7 steps that are **all** required before school staff can administer seizure rescue intervention.



Nursing Support Services (NSS) Seizure Rescue Intervention Training Request Form for Schools

SCHOOL TO COMPLETE: NSS Seizure Rescue Intervention Training Request

NSS offers training for non-medical school staff in how to provide physician/provider-ordered seizure rescue interventions to students in kindergarten through grade 12, as per the student's Seizure Action Plan and Medical Alert Information Form (SAP). This physician/prescriber's order for the rescue intervention must have been dated within the previous 12 months.

NSS offers training for non-medical school staff in how to:

- administer buccal lorazepam (Ativan)
- administer intranasal midazolam
- administer buccal midazolam
- use a Vagus Nerve Stimulator (VNS)

Parents/guardians are responsible for completing and reviewing the SAP with the school and the school staff during the Parent Information Sharing Session with the school.

This training is 1 of 7 steps involved in the process of preparing school staff to administer seizure rescue intervention(s) in the school setting. Please refer to [Learn about seizure care in the school setting on the BCCH website](#)

Once this form is complete, fax it to **604-708-2127** or email it to nssreferrals@cw.bc.ca. An NSS Coordinator will contact you to coordinate a NSS Seizure Rescue Intervention Training session with the school staff. Your request will be processed in the order it is received.

If you have questions about training or completing this request form, please email nssreferrals@cw.bc.ca.

If you have any questions about any components of the SAP, please reach out to the student's parent/guardian and/or the prescribing physician.

SCHOOL DISTRICT

NAME OF SCHOOL

Schools must complete all 7 steps as per the **new:** Nursing Support Services (NSS) School Checklist - Steps in Training School Staff to Provide Seizure Rescue Intervention(s) in the School Setting

Nursing Support Services (NSS) School Checklist - Steps in Training School Staff to Provide Seizure Rescue Intervention(s) in the School Setting

Checklist Instructions:

Each step/item in this checklist must be completed prior to a school staff being able to provide the seizure rescue intervention(s) in the school setting.

The most appropriate person at the school must verify that all of the steps have been completed and that the school staff are ready to provide the seizure rescue intervention(s).

Step 1 - Seizure Action Plan and Medical Alert Information Form (SAP)

☐ Confirm that the [Seizure Action Plan and Medical Alert Information Form \(SAP\)](#) form is fully completed and available at the school.

Step 2 - Identification of School Staff

☐ Identify the non-medical school staff who will be trained to provide the student's seizure rescue intervention(s) in the school setting.

Step 3 - NSS Seizure Rescue Intervention Training Request Form

☐ Complete the [NSS Seizure Rescue Intervention Training Request Form](#) and fax it to 604-708-2427 or email to nss@bcchildrens.ca.

Step 4 - Seizure Rescue Intervention Training for Non-medical School Staff online learning module

☐ Once the NSS Seizure Rescue Intervention Training module, ensure that all of the staff identified in step 2 have completed the [Seizure Rescue Intervention Training for Non-medical School Staff](#) module in the Learning Hub ([Link to Learning Hub](#)). A certificate is provided to participants upon completion of the online training module, and can be provided to your administrator to verify the training has been completed.

Step 5 - Parent/Guardian Information Sharing Session

☐ Hold an information sharing session with the student's parent/guardian, the non-medical school staff who were identified in step 2, and other stakeholders (e.g., nurse, social worker, etc.). During this session, all the information in the student's SAP is to be reviewed, including:

- A description of what the student's seizure looks like so the non-medical school staff can recognize them.
- A description of how long the student's seizure typically last.
- A description of any signs/symptoms that would indicate the student is going to have a seizure.
- A description of any triggers that may make seizures more likely (e.g., lack of sleep, flashing lights).
- A description of how the student usually behaves after a seizure.
- A description of the student's typical seizure pattern:
 - How long the seizure typically happens
 - How long they typically last (duration)
 - How often they typically occur (frequency)
- A description of any medical supplies that are to be provided during and/or after a seizure.
- Any student-specific instructions for seizure first aid and, e.g., what would the school staff do if the student has a seizure while in a classroom.

Step 6 - Seizure Rescue Intervention Supplies at School

☐ Confirm that the appropriate supplies are available at the school to provide the seizure rescue intervention(s) in the school setting. A student may have one or more seizure rescue intervention(s) (e.g., seizure rescue intervention, or they may have only a seizure rescue intervention) and a seizure rescue intervention(s) (e.g., seizure rescue intervention). If the student has more than one seizure rescue intervention, they must have other seizure rescue intervention(s) available as well.

☐ Seizure rescue intervention supplies - a **glue stick** is a pharmacy labeled container (package) with the student's name, medication name, dosage, route of administration, indication for use, and signs/symptoms.

☐ Medication in a pharmacy labeled container with the student's name, medication name, dosage, route of administration, indication for use, and signs/symptoms.

☐ A 3x5 inch card (paper) marked with the appropriate dosage (number of tablets) prescribed for the student. The **dosage must be marked on the package** for the parent/guardian when it is being given.

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Step 7 - NSS Seizure Rescue Intervention Training Session

☐ Confirm that the school staff identified in step 2 have attended the NSS Seizure Rescue Intervention Training session and the NSS Coordinator has provided the school with a copy of the completed and signed NSS Seizure Rescue Intervention Training Session Report.

WARNING: The school staff identified in step 2 are not able to provide any seizure rescue intervention(s) until all 7 of these steps have been completed and approved by the NSS. Due to the time it takes to complete the training, the school staff who have previously been trained to provide first aid (e.g., through a Public Health Nurse or Emergency Services) and who have been the primary seizure intervention during training may be able to provide first aid until all 7 steps are completed.

4) School Administrators **must choose 3 staff to be trained** by the Nursing Support Services Coordinator in the administration of a Seizure Rescue Intervention. The chosen staff must complete the BC Children's Hospital [Seizure Rescue Intervention Training for Non-Medical School Staff – Learning Hub](#). Schools are responsible for ensuring staff completion (certificates can be printed).

To Create an Account:

- Go to <https://learninghub.phsa.ca/Learner/Home>
- Click Sign up for an account
- Enter in your Name, Email Address, Password.
- Click **Create Account**.
- You will then get a pop up on your screen saying something like:

An email confirmation has been sent to your email address *****@gmail.com. Please follow the link in the email to complete the sign up.

RESEND ACTIVATION EMAIL

To Find the Course:

- Login to your LearningHub account at <https://learninghub.phsa.ca/Learner/Home>
- In the search box near the top of the page (where it says "Enter course code, title, or keywords to search") type in Seizures and click **Search Courses**
- In the list, find the course called **Seizure Rescue Intervention Training for Non-Medical School Staff**.
- Click on the course name to open the course, and then click on the Register Course button **Register Course**

To Start the Course (after you have registered)

- Click on the course title and then click **Start Course** OR **Start Course**
- If you do not see the course listed, click All Enrollments on the left hand side of the page

5) **Schools must organize a Parent/Guardian Information Sharing Session** (Step 5 on the NSS School Checklist).

6) **Schools must log the administration of seizure rescue intervention** in the Seizure Log section (page 5) of the [Seizure Action Plan & Medical Alert Information Care and Protocol](#) (revised June 2024).

7) Schools **must ensure** that school staff are visually familiar with students diagnosed with a Seizure Disorder/Epilepsy, the attached [Medical Alert Photo ID](#) provides a sample of this visual.

8) **Schools must provide a completed and signed copy of the Seizure Action Plan and Medical Alert Information Care & Protocol (revised June 2024) for each student who is a registered bus rider to the Manager of Transportation.** Please ensure that a Physician has been consulted and their signature has been obtained.

9) Field Studies require additional planning and considerations. ***Parents/guardians of students who require seizure rescue intervention are encouraged to attend field study. In the absence of the parent/guardian a trained school staff member must attend.***

10) For more information, please see this link for ["Understanding Students with Epilepsy - Tips for Teachers"](#) from the BC Epilepsy Society.



SEIZURE DISORDERS/EPILEPSY SCHOOL CHECKLIST

The Board of Education is committed to the wellbeing of students who may require emergency medical care while at school or during school-sanctioned events. Students who have been physician-diagnosed with serious medical condition(s) that are potentially life threatening require planned care and support as outlined in the BC Ministry of Education & Child Care.

REQUIRED DOCUMENTATION (GRADES K TO 12)

- ☐ Seizure Action Plan and Medical Alert Care & Protocol (revised June 2024)
- ☐ Nursing Support Services Training Request Form Seizure Rescue Intervention Request (revised June 2024) – students receiving Midazolam, Lorazepam, or Vagus Nerve Stimulator (VNS)
- ☐ Seizure Action Plan and Medical Alert Care & Protocol (revised June 2024) – to the Manager of Transportation
- ☐ Schools must log the administration of seizure rescue intervention in the Seizure Log section of the Seizure Action Plan & Medical Alert Information Form.

REQUIRED STAFF TRAINING

- ☐ General Seizure Training (Public Health Nurse) - All School Staff
- ☐ Seizure Rescue Intervention Training for Non-Medical School Staff (Learning Hub)
- ☐ Nursing Support Services Coordinator (in person training) for students receiving Midazolam, Lorazepam, or VNS - Minimum of 3 Staff
- ☐ Parent Guardian Information Sharing Session – Minimum of 3 Staff

OPTIONAL RECORD KEEPING

- ☐ New: Nursing Support Services (NSS) School Checklist – Steps in Training School Staff to Provide Seizure Rescue Intervention(s) in the School Setting

ADDITIONAL

- ☐ Medical Alert Photo ID
- ☐ Field Studies require additional planning and considerations.
- ☐ See Seizure Disorders/Epilepsy Quick Reference Guide (QRG) for pertinent information.