****

**Epilepsy Procedure**

**Aim**

* To ensure staff are aware of their roles and responsibilities towards clients.
* To ensure Sutton Mencap provides a safe and appropriate service for people with epilepsy.

**Scope**

The procedure applies to all staff and volunteers at Sutton Mencap.

**Information on service users with epilepsy**

Sutton Mencap’s information form will record whether a service user has epilepsy. Where this is the case, access to our services will only take place if the following information is provided:

* **Fully completed medical and health section on information form** which gives a full account of the person’s seizures, including triggers, warning signs and aftercare.
* **Details of any medication.**  Information must include:
  + Name of Medication
  + Details of amount of drug prescribed
  + Description of seizure
  + Time limit of when to administer drug
  + Whether a second dose is necessary, and, if so, when?
  + Whether an ambulance is necessary
* Each individual must have a wallet with their name on containing their care plan, Consultants/authorisation letter (Buccal), 2 pairs of gloves, a pen, tissue and their emergency medication.

**Training**

All staff and volunteers will receive basic epilepsy awareness training on recognising seizures and supporting the person.

Other staff will be offered training in administering emergency medication. Only staff trained in rectal diazepam/Buccal Midazolam will be able to administer the medication.

**Procedure when someone is having a seizure**

* In the event of someone having a seizure, the person’s welfare is paramount. Staff should also seek to ensure the person’s dignity by giving the person privacy and space.
* Staff dealing with the seizure must request the person’s individual medication wallet immediately.
* Staff must time the seizure and monitor the person, ensuring the space around them is clear of obstacles and is safe, especially around their head.
* If the seizure stops before emergency medication is required, staff should put the person in the recovery position, reassure and monitor in case of further seizure.
* If emergency medication is required, two members of staff, where possible, must support the person - one to administer the medication and one to offer reassurance and/ or phone for an ambulance. The Administering Medication Policy must be adhered to.
* The medication form must be completed with the form signed by both members of staff.
* Staff must complete an Epilepsy record sheet, describing exactly what happened, how it was dealt with and the outcome. Once completed the, epilepsy record sheet will be reviewed and filed as the incident record.
* If a person injures themselves as a result of having a seizure, First aid/ Ambulance may be required and an incident form must also be completed.
* Parents/ carers must be informed in the event of someone having a seizure.
* When the parent or carer arrives to collect the child, they must also sign the medication and epilepsy record sheet.
* In the event of a service being provided outside of the building which involves a service users with epilepsy, there must be a staff member present who has been trained in administering medication. If an incident takes place the staff member should contact the group coordinator or a manager at Sutton Mencap as soon as possible.

**Responsibilities**

Director and service managers:

* To ensure staff are aware of procedure and the procedure is followed.
* To review and update the procedure within agreed time frames
* To report to trustees on implementation of the procedure when required.

Other staff:

* To act in accordance with the procedure.

**Related documents**

* Administering medication policy
* Training development and supervision policy
* Client information form
* Medication form
* Epilepsy record sheet

**Policy reviewed:** August 2018.

**Next review date:** August 2021.