

Seizure Training and Action Plan: Implementation Checklist

This checklist is a tool that schools/districts could use to help them organize and implement a seizure action plan when they receive notification from the parent or guardian that the student has a seizure disorder/epilepsy diagnosis and will require rescue medication.

- ✓ School should follow their medication administration policy/protocols to administer the medication to the student.
 - Schools should work with parent/guardians and health care provider to request a provider written plan which describes the seizure activity, and when/how the medication should be administered. See sample Seizure Action Plans.
 - The Seizure Action Plan should indicate which persons are trained and responsible for responding.
- ✓ Schools should determine who will be responsible to identify seizure activity and who will be responsible to administer medication during the school day and how that person will be contacted to urgently provide care to the student.
 - Consider the general classroom but also areas such as cafeteria, locker rooms, outdoors, gyms, transportation, and for events such as day or overnight field trips.
 - Schools should consider both primary persons and back-up persons should the primary person not be available.
- ✓ Schools should determine where the emergency medication will be stored safely but also readily available for use when needed for the student.
 - Consider the distance from the medication storage location to all the possible location that the student may be using. Most often the medication needs to be given in an immediate time frame (i.e., onset of seizure to 5 minutes after onset of seizure).
 - Consider if the medication is locked, who has keys, where are keys and how much more time to get keys while administering medication timely.
- ✓ Schools should provide training to all persons related to general first aid response to someone who is having a seizure and then individualized training specific to the identified student and as appropriate how to get additional or emergency help if needed.
 - Schools must (by statute) provide self-study materials on seizure disorder signs, symptoms, medications, and appropriate responses to all staff working with students.
- ✓ Schools should provide individualized training to the primary and back-up persons responsible for administering medication specific to the identified student.
 - Schools should consider completing a Skill Training Validation Tool for those persons providing services to an individual student
- ✓ Schools should provide copies of the seizure action plan to those person's trained to care for the student and communicate where the seizure action plan is filed, where the medication is stored and/or how to obtain the medication when needed.
- ✓ Schools should train persons who will be administering medications how to document the administration of medication given.
- ✓ Schools should review the seizure action plan at least annually or whenever there is a change in the student's condition, emergency plan or rescue medication.