

Rankin County School District Memorandum

To: Parents

From: The School Nurse

Re: Seizure Action Plan

It has been determined by the school nurse that your child has a history of seizures. Every child with a known history of seizures should have a written **Seizure Action Plan completed by you or their physician** and kept on file at school.

A Seizure Action Plan is an individualized management plan of the student's condition that will allow school personnel to recognize and handle a seizure or an emergency. It should include the following information:

- The type of seizure your child has been diagnosed with along with symptoms your child experiences when a seizure occurs;
- A list of all triggers to avoid that could potentially cause a seizure to occur;
- Steps to take during a seizure episode including when to seek emergency medical care and when to administer emergency seizure medications;
- Emergency contact numbers for the parent(s)/guardian, physician and/or emergency department.

Please provide your child's school with an action plan along with any other medications such as Diastat (used during an emergency). If you do not have a plan, one has been included for you to review and sign. **We must have a physician order and parental consent to administer any medications.** If you would like to have your physician fax it to the school, please call the school for fax information. If you should have any questions, please call the office staff or school nurse.

Thank you,

RCSD
School Nurse