

Seizure Smart School Act Procedure

In accordance with the Illinois *Seizure Smart School Act*, 105 ILCS 150/1 *et seq.* Community High School District 155 provides for the management and care of students with epilepsy who attend its schools. This Act specifies that a parent/guardian must provide the student's school with a Seizure Action Plan detailing the healthcare provider's instructions for managing the student's epilepsy management at school, including orders, emergency care, and medications and methods for administering those medications. The services and accommodations specified in a Seizure Action Plan must be reasonable, reflect the current best practice guidelines of seizure-management care, and include appropriate safeguards to ensure the proper disposal of used equipment and medication. The Act authorizes a Delegated Care Aide to provide services in accordance with the student's Seizure Action Plan.

Purpose: To ensure care of students with epilepsy, as well as, appropriate training of all school employees and the Delegated Care Aides who assist students with epilepsy management in accordance with their Seizure Action Plan.

Definitions:

Delegated care aide: a school employee or paraprofessional who has agreed to receive training in epilepsy and assist a student in implementing his or her Seizure Action Plan, and who has entered into an agreement with a parent or guardian of that student.

School employee: a person who is employed by a school district or school as a nurse, principal, administrator, guidance counselor, or teacher, or a person who is employed by a local health department and assigned to a school, or a person who contracts with a school or school district to perform services in connection with a student's Seizure Action Plan.

Seizure action plan: a document that specifies the services needed by a student with epilepsy at school and at school-sponsored activities and delegates to a Delegated Care Aide the authority to provide and supervise these services.

Procedure:

1. Receive a Seizure Action Plan from a student's parent/guardian at the beginning of school year, upon enrollment, as soon as possible after a new diagnosis, or when a student's needs change during the school year.
2. Activate 504 team for either initial evaluation of the student or revision to the student's current 504 plan. A Seizure Action Plan must be signed by the student's parent/guardian and serves as the basis for the student's 504 plan.
3. Complete a written agreement between parents and District authorizing use of Delegated Care Aide for the student's seizure management in accordance with the student's Seizure Action Plan. See form- *Authorization to Provide Seizure Care by a Delegated Care Aide, Acknowledgement of Responsibilities, and Release of Health Care Information.*
4. Schedule Employee Training:
 - **All Employees:** All school employees must receive in-service training on the basics of seizure recognition, first aid, and appropriate emergency protocols. This training must be fully consistent with the best practice guidelines from the Centers for Disease Control and Prevention.
 - **Delegated Care Aides:** In a school, where there is at least one student with epilepsy enrolled, a Delegated Care Aide must be trained to perform the services necessary to fulfill the student's Seizure Action Plan. Delegated Care Aides must receive training from a licensed health care provider with expertise in epilepsy or an epilepsy educator who has successfully completed the curriculum offered by the Centers for Disease Control and Prevention.
5. Allow students to carry needed medication, supplies, and equipment necessary to treat epilepsy, if specified in the student's Seizure Action Plan.
6. Provide the Seizure Action Plan to any school employee who transports a student with epilepsy to any school-sponsored activity.