



documentation procedures

3. A requirement that every school administrator/designate will co-create, review, or update, HCD&B approved procedures, in consultation with the parent/guardians, school staff (as appropriate) and health care provider from the parent with any notes and instructions from the student's health care provider.
4. A requirement that every school principal inform employees and others who are in direct contact on a regular basis with a student with epilepsy/seizure disorder about the contents of the Student's Plan of Care.
5. and students shall be asked to supply information about epilepsy/seizure disorder.
6. A requirement that every school principal maintain a file of current treatment and other information for each student with epilepsy/seizure disorder, including a copy of any notes and instructions from the student's health care provider and a current emergency contact list.

Student Plan of Care

Request and Consent for the Administration of Epilepsy/Seizure Disorder Intervention

7. School staff are **NOT** to administer medication via rectal suppository or syringe injection.

RESOURCES

School Administrators [http://www.hcdsb.com/epilepsy/seizure-disorder/](#)

HCDSB [http://www.hcdsb.com/epilepsy/seizure-disorder/](#)
HCDSB Medical Conditions School Administrators Responsibilities Chart

[Epilepsy/Seizure Disorder Video](#)

All staff are to be familiar with and use the following resources to support a student in managing their epilepsy/seizure disorder.

HCDSB Epilepsy/Seizure Disorder [http://www.hcdsb.com/epilepsy/seizure-disorder/](#)

[Epilepsy/Seizure Disorder Video](#)

Occasional Teachers [http://www.hcdsb.com/epilepsy/seizure-disorder/](#)

HCDSB [http://www.hcdsb.com/epilepsy/seizure-disorder/](#)

[Epilepsy/Seizure Disorder Video](#)

Parents/Guardians:

~~The school administrator/designate will provide parents/guardians and students the following information to help fulfill the responsibilities of the parent/guardian and the student:~~

- ~~Fill out the Parent and Guardian Package (available on the HCDSB website + Parents + Your Child's Health + Epilepsy/Seizure Disorder)~~

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: _____
DATE: _____