



Busy Bees Playgroup

Employee/volunteer - Epilepsy Policy

Policy statement

This Policy has been written following guidance lines with information provided by Epilepsy Action. Busy Bees Playgroup, Health and Safety Policy, Personnel Policy, Equal Opportunities policy, Confidential policy, Special Consideration for employees policy.

Busy Bees Playgroup is an equal opportunities employer and respects the rights for all employees it does not discriminate against any current or potential member of staff/volunteer having a diagnosis of Epilepsy, as per the equality act 2010

Busy Bees Playgroup is aware that if an employee's epilepsy is unlikely to be a health and safety risk, there is no legal duty for them to disclose it. However Busy Bees Playgroup would encourage all forms of Epilepsy to be disclosure confidentiality to their manager, so that Busy Bees Playgroup can ensure that they are following the law and guidance of keeping employees and others around them safe in the workplace. Busy Bees Playgroup has Employer's Liability Insurance.

As with all employees/volunteers, Busy Bees Playgroup will offer support and make reasonable adaptations to ensure the employee/volunteer is able to work in a safe environment, ensuring safety for themselves, colleagues and the children in their care. Offering support with epilepsy in all aspects during their employment.

This will be done by having a policy in place that is developed and understood by all staff/volunteers. The policy ensures that all staff/volunteers receive the relevant information about epilepsy, and the administration of any emergency medication that may be required. Any new staff will also receive appropriate training/information. Consent to share information will be sourced.

When an employee/volunteer joins our setting or an existing employee is diagnosed and declare their condition of Epilepsy, the Manager/Chair will arrange a meeting or a return-to-work interview if a period of sickness has occurred with the employee to establish if or how the diagnosis may affect/impact their work life. If a period of sickness occurs then a fit note should be provided, or if an employee is requesting phases return to work then a fit note or report from neurologist should also be provided. Busy Bees Playgroup will source your permission to contact a health provisional if they feel the need for further information on your condition.

During the meeting the Manager/Chair will discuss details of the epilepsy, health needs, and any adaptation or staff training/information that may be required. An individual risk assessment will be completed along with a staff individual healthcare plan including.

The following points in particular will be addressed recorded or updated. These will include:-

Record Keeping Documents

- Return to work interview
- My Epilepsy
- Individual Risk Assessment
- Seizure action plan- (all staff to be aware of document and placement)

- Individual Healthcare plan
- My Epilepsy
- Consent to share health information

This information will be regularly reviewed and updated when necessary. All staff will be kept fully informed of any changes. All documentation will be retained under of Confidential policy.

Medicines

The employee/volunteers Individual health care plan and Seizure action plan will contain information on any medication or emergency medication required. All other guidelines on staff medication will be as set out in our Personnel policy statement of medication.

First Aid

First Aid for any seizure type will be included on their Individual health care plan and Seizure action Health Care Plan. All staff will receive basic first aid training on administering first aid.

The following procedures for giving basic first aid for the type on seizures will be displayed within the setting and all staff will be aware.

Be aware of any trigger signs that may indicate any employee/volunteer is about to have a seizure. Not all epilepsy will display signs.

In the event of a seizure the following procedure will be followed.

1. Assess – stay calm and assess the situation; are they in danger of hurting themselves or any one around them?

Remove any nearby objects that could cause injury.

Move the children away as soon as possible.
2. Cushion – Cushion the head to prevent them from head injury
3. Time – Very important to check the time the seizure starts and how long it lasts; if it lasts longer than usual or continues for more than five minutes, then call an ambulance
4. Identity – Follow all on Seizure action plan
5. Over – Once the seizure has finished aid breathing by gently placing in the recovery position; this helps drain saliva or vomit – never force; It can be normal for breathing to stop during the ‘tonic’ part of the seizure, the face may go pale; during the ‘clonic’ part breathing can be irregular.
6. NEVER – never restrain; never put something in their mouth or give them food or drink.

7. Do not try to move them unless they are in danger.
8. When the seizure finishes reassure them and protect their dignity and self-esteem.
9. Offer them the designated area to recover.

10. ANY CONCERNS CALL AN AMBULANCE

Sometimes incontinent is apparent during a seizure. If this happens, we will aim to cover them to avoid any embarrassment.

In the unlikely event that a problem arises, staff will be considered to have acted in good faith if our procedures have been followed.

If an employee's epilepsy changes a full review will be held to reassess their risks. A full review otherwise will be held during staff appraisal.

At no point will any form of Epilepsy be discriminated against, the ability to ensure that safety of staff and children in the care of Busy Bees Playgroup will be taken into consideration at all times.