



Breakaway

Epilepsy management policy

Policy Owner:	Ranbir Sidhu (Registered Manager)
Version:	1:4
Date:	June 2025
Review Date:	June 2026

Policy Summary:

Regulations 10, 23 of the Children's Homes Regulations 2015 including the Quality Standards

This policy has been written to provide clarity for the safe administration of emergency rescue medication for those children and young people who have been diagnosed with Epilepsy.

Policy Statement

This policy has been developed in accordance with guidance issued by the National Institute for Health and Care Excellence (NICE).

All children diagnosed with epilepsy will have their condition formally established by a specialist paediatrician with appropriate training and expertise in epilepsy management. Each child will have an individualised Epilepsy Care Plan, created and reviewed by a qualified healthcare professional.

To ensure the safe and effective support of children requiring Buccolam Oromucosal Solution as emergency rescue medication, all staff involved in their care must undergo specific training. This training will be delivered by appropriately qualified medical personnel and tailored to each individual child's care plan. Prior to this, general training on epilepsy, anaphylaxis, stoma care, and asthma is provided by the Specialist School Nurse (SSN) team.

As of 2023, the Children's Community Nursing (CCN) team is responsible for delivering training on epilepsy care plans only for children with severe epilepsy. The CCN team also disseminates annually updated epilepsy care plans for all children diagnosed with epilepsy to ensure consistency and accuracy in care provision.

Buccolam is prescribed for children and young people who are at risk of prolonged seizures to prevent status epilepticus, a life-threatening condition defined by a seizure or series of seizures lasting 30 minutes or more without full recovery of consciousness. If a seizure lasts more than five minutes, there is a significant risk that it will not stop without urgent medical intervention.

The administration of Buccolam must be guided by a clearly documented care plan, issued by a medical practitioner. In accordance with recommendations from the Joint Epilepsy Council, it is the employer's responsibility to ensure that all relevant staff are properly trained and that their competency in administering Buccolam is regularly updated.

Aim

The purpose of this policy is set out guidelines for the safe use of emergency rescue medication for children who have been diagnosed with Epilepsy. The main aim of the policy is to safeguard:-

- Children, aged between 6 and 18 years of age, who have been diagnosed as having Epilepsy and who require the administration of emergency rescue medication
- Staff at Breakaway

Policy Details

For the administration of emergency rescue medication by trained staff at Breakaway, the following must be in place:

- The child must have a diagnosis by a medical professional and an up to date care plan (i.e. updated annually or as when required). Permission from the parent/carer must be sought to hold a copy of the plan on file.
- Epilepsy training must have been undertaken covering both Epilepsy Awareness and the administration of rescue medication (Buccolam), prior to the child receiving care at Breakaway on their own without a parent/carer present. The Epilepsy Awareness training must be provided by

medical professionals but the Epilepsy Care Plan training must be provided by the medical professional who wrote the plan.

- Once training has taken place a copy of the plan with staff's names, signatures, date and sign off by the medical professional facilitating the training must be held at Breakaway.
- Breakaway staff will be guided by the child's Care Plan as to when Buccolam is administered and when to call an ambulance.
- Emergency First Aid at Work and Administration of Medication training must also have been undertaken prior to care of the child who has been prescribed emergency rescue medication.
- Annual training for staff in both Epilepsy Awareness, emergency rescue medication and of each individual child's care plan.
- Training on oxygen care plan by CCN team if stated in child's care plan.

Surveillance and Risk Management

This policy will be reviewed annually, or sooner if any risks to the child or staff are identified by practitioners. The effectiveness of the policy will be monitored and evaluated through individual child reviews and in consultation with the Berkshire Health Care NHS Foundation Trust.

Any monitoring or surveillance systems employed will be used solely for the purpose of safeguarding and promoting the welfare of the child or other children residing in the home. Monitoring systems that may be used include CCTV, door alarms, and visual and listening devices. In cases where a child has an illness or disability requiring ongoing supervision, Breakaway will utilize listening devices (audio only) overnight to safely monitor any episodes that may occur.

Before the use of any surveillance systems, explicit consent will be obtained from the child's parents or carers. A surveillance consent letter, which provides detailed information regarding the monitoring, will be shared with them. For further details, please refer to the 'Monitoring and Surveillance' policy.

Training

Training will be annually in Epilepsy Awareness, emergency rescue medication (Buccolam), use of oxygen (for relevant children) and of each individual child's care plan.

Attachment:

Surveillance Letter for parents