

**Youth Development, Inc.  
Early/Head Start  
Child Health and Safety**

**Policy Number:**

**Effective Date:**

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**Agency Approval Date:**

Reviewed: 10/2008, 9/2010,  
5/24/13, 7/2015, 09/2016

**Policy Council Approval**

**Date:** 07/26/03, 08/09/13

**Governing Board Approval**

**Date:**

**COMPONENT:** Child Health and Safety (1304.22)

**SUBJECT:** Monitoring Children Diagnosed or Newly Diagnosed with Seizures

**PERFORMANCE OBJECTIVE:** This policy is designed to ensure that children who have been diagnosed with having seizure disorders/symptoms receive appropriate monitoring while attending a YDI program.

**SUPPORTIVE DATA:** Seizures are caused by abnormal electrical discharges in the brain. Symptoms may vary depending on the part of the brain that is stimulated, but seizures may be associated with unusual sensations, uncontrollable muscle spasms, or loss of consciousness.

**OPERATIONAL PROCEDURE:** Any child enrolled in an YDI program that has been diagnosed or newly diagnosed with having seizures or a seizure disorder will be subject to these policies and procedures:

- A. Individual Health Care Plan – An individualized Health Care Plan should be developed by the parent/guardian and the child’s health care providers. The Health Care Plan should address the child’s health issues, specific needs of the child, and provide specific instructions for each of the following:
  - a. Specific triggers and symptoms diagnosed by the child’s physician(s).
  - b. Diet or other related causative issues.
  - c. The actions to be taken in the event of a seizure.
  - d. The specific medications needed and the parameters and procedures for administering them.
  
- B. The parent/guardian of a child who experiences seizures should :
  - a. Provide staff with complete medical history and current information about the child’s health and condition.
  - b. Work with staff to develop an individualized health care plan which accommodates their child’s health care needs.
  - c. Provide written documentation from a professional medical provider detailing medical care and medication administration instructions and protocols.

- d. Provide staff with all required medications approved by child's medical provider(s) which are to be taken at school (refer to Administering Medication policy).
- e. Replace medications as they expire or when they are completely used up.
- f. Review policies and procedures related to seizure monitoring and care.

C. YDI staff will:

- a. Review health records submitted by parents/guardians and physicians.
- b. Review Seizure Protocol policy with parents/guardians.
- c. Notify the Health Manager, or other designated staff, to work with parents/guardians and or medical care professionals to develop/create center-based, individualized health care/Seizure Protocol plans for any child diagnosed with having seizures.
- d. Receive training on how to recognize seizures, as well as proper medication administration and storage.
- e. Ensure that all staff that interacts with children who experience seizures understand what seizures are, can recognize specific symptoms related to seizures, and fully understand specific protocols and actions to be taken if a child experiences a seizure.
- f. Read and fully comprehend all aspects of all specifically designed individualized health care plans.
- g. Include children who experience seizures in all school related activities, as their health permits.
- h. Coordinate with other center staff to ensure all medications are appropriately stored.
- i. Keep medications in easily accessible and secure locations, out of reach of children.
- j. Administer medications (as necessary) in accordance with medical provider(s) instructions.
- k. Monitor children for any reactions to medications.
- l. Provide seizure related trainings to bus drivers and monitors transporting children who experience seizures.
- m. Discuss with parents/guardians appropriate strategies for caring for a child experiencing a seizure on field trips.
- n. Follow federal and state laws and regulations regarding sharing confidential, medical information on any child.

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