



**Primary Care Directorate  
Kingsway and Bramingham Medical Centre  
Protocol for Supporting a Staff Member with Epileptic Seizures**

**Document Control**

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## **1. Introduction**

This policy aims to provide guidance and support for managing staff members with epilepsy seizures within the general practice setting. Epilepsy is a neurological disorder characterized by recurrent seizures, which can impact an individual's daily life, including their work environment. This policy outlines steps to ensure the safety, well-being, and inclusion of staff members with epilepsy seizures.

## **2. Education and Awareness**

All staff members will receive training on epilepsy, its symptoms, and appropriate responses to seizures. Training sessions will be conducted periodically to ensure all staff members are updated on the latest information and procedures.

## **3. Confidentiality and Disclosure**

Staff members with epilepsy are not obligated to disclose their condition unless they require specific accommodations or support. Disclosure of epilepsy will be treated with confidentiality, and only relevant personnel will be informed to ensure appropriate support.

## **4. Individualised Accommodation**

Upon disclosure of epilepsy, an individualised accommodation plan will be developed in consultation with the staff member. Accommodations may include adjustments to work schedules, provision of a safe space during seizures, or modification of tasks to minimise risk.

## **5. Emergency Response**

Staff members will be trained in recognising different types of seizures and appropriate first aid measures. An emergency action plan will be established, outlining steps to be taken in the event of a seizure, including contacting emergency services if necessary.

## **6. Workplace Safety**

The workplace will be assessed for potential hazards that may trigger seizures, and measures will be taken to mitigate risks. Safety equipment, such as padded flooring or cushioning, may be provided in areas where seizures are more likely to occur.

## **7. Supportive Environment**

Staff members with epilepsy will be encouraged to communicate their needs openly, and support will be provided accordingly. Colleagues will be educated on creating a supportive and inclusive environment, free from discrimination or stigma.



## 8. Review and Evaluation

This policy will be reviewed regularly to ensure its effectiveness and relevance. Feedback from staff members with epilepsy will be solicited to identify areas for improvement and adaptation.

## 9. Compliance

All staff members are required to adhere to this policy and participate in related training and education sessions. Non-compliance or discrimination against staff members with epilepsy will be addressed according to the organisation's disciplinary procedures.

## 10. Policy Dissemination

This policy will be made available to all staff members through the organisation's intranet, employee handbook, or other accessible means. b. New staff members will receive orientation and training on this policy as part of their on boarding process.

This policy aims to create a supportive and inclusive workplace environment where staff members with epilepsy feel valued, respected, and able to perform their duties safely and effectively.

## 11. Actions if a staff member has a seizure

In the event that a staff member has a seizure, it's crucial to respond promptly and appropriately to ensure their safety and well-being. Here's a step-by-step guide on actions to take:

1. **Assess the Situation:** Remain calm and assess the situation. Determine the type of seizure the individual is experiencing (e.g., generalised tonic-clonic, absence seizure) and note the duration of the seizure.
2. **Ensure Safety:** Clear the area around the individual to prevent injury. Remove any nearby objects that may pose a risk during the seizure.
3. **Protect the Individual:** Place the person in a safe position, preferably on their side to prevent choking on saliva or vomit. Cushion their head if possible to prevent head injury.
4. **Time the Seizure:** Note the start time of the seizure. Most seizures last only a few minutes. If the seizure lasts longer than five minutes, or if multiple seizures occur without recovery in between, seek medical assistance immediately.
5. **Do Not Restrain:** Do not attempt to restrain the individual during the seizure. Allow the seizure to run its course naturally.
6. **Observe and Reassure:** Stay with the person throughout the seizure and provide reassurance. Speak calmly and softly to them to offer comfort.
7. **Protect Privacy:** Maintain the individual's privacy and dignity during and after the seizure. Minimise exposure to onlookers and bystanders.
8. **After the Seizure:**



- Once the seizure ends, gently roll the person onto their side to aid breathing.
  - Check for injuries and provide first aid as necessary.
  - Allow the person to rest and recover in a safe, comfortable environment.
  - Offer assistance as needed, such as helping them to a seated or lying position.
  - Offer to contact a friend, family member, or emergency contact if required.
9. **Monitor and Document:** Monitor the person's condition closely after the seizure. If necessary, document details of the seizure, including its duration, any unusual symptoms observed, and the individual's response.
10. **Seek Medical Attention:** If it's the person's first seizure, if the seizure lasts longer than five minutes, or if they sustain injuries during the seizure, seek immediate medical attention. Call emergency services or transport the individual to the nearest medical facility.
11. **Follow Up:** After the seizure, check in with the individual to ensure they are feeling better and offer any additional support they may need. Encourage them to seek medical evaluation if necessary.
12. **Call 999 if staff member continues to have an seizure**

### 13. Staff member with Epilepsy

#### 1. Disclosure and Education:

- Consider disclosing their epilepsy to their team or supervisor, if comfortable, to ensure that colleagues are aware and can provide support if needed.
- Educate their team about epilepsy, its symptoms, and appropriate responses to seizures. This can help dispel myths and reduce stigma.
- After a discussion with the senior team inform the practice manager and lead GP to ensure you come up with a plan if seizure happens.

#### 2. Communication:

- Communicate openly with their team about their condition, including any triggers or warning signs of seizures.
- Inform administration staff on arrival of well-being and sign in and out.
- Inform colleagues of any necessary accommodations or adjustments that may be required to ensure their safety and productivity in the workplace.
- If you have any emergency medication, inform staff so that they are aware of where they should find the correct treatment.
- Give information of your next of kin to staff so that they can call them for you.

#### 3. Emergency Action Plan:

- Work with their team to develop an emergency action plan outlining steps to be taken in the event of a seizure.



- Ensure that team members are aware of how to recognise different types of seizures and how to respond appropriately.

#### 4. **Self-Management:**

- Take steps to manage their epilepsy effectively, such as taking medication as prescribed, getting enough rest, and managing stress levels.
- Be proactive in identifying and avoiding potential triggers for seizures in the workplace.

#### 5. **Safety Precautions:**

- Work with their team to identify and address any potential safety hazards in the workplace that may increase the risk of seizures.
- Ensure that colleagues know how to create a safe environment during a seizure, including clearing space and providing support.

#### 6. **Regular Check-Ins:**

- Keep their team informed about any changes in their condition or seizure management plan.
- Encourage open communication and regular check-ins to address any concerns or questions that may arise.
- Keep your room door open when you are not seeing a patient.
- Inform staff when you are leaving your room or using other facilities such as the kitchen or bathroom.
- Administration team and practice manager to ensure that the staff member is running the clinics on time, if there are delays of 5 minutes with a patient who has left to call the room or do a visible check to ensure the staff member is safe.

#### 7. **Training and Education:**

- Offer to provide training sessions or educational materials to their team to increase awareness and understanding of epilepsy.
- Share resources or information about support services available for individuals with epilepsy.

#### 8. **Advocacy:**

- Advocate for inclusion and equal opportunities in the workplace, ensuring that individuals with epilepsy are treated fairly and without discrimination.
- Collaborate with their team to create a supportive and inclusive work culture where all employees feel valued and respected.

By taking these proactive steps and working collaboratively with their team, staff members with epilepsy can help create a supportive and safe working environment where they can thrive. Open communication, education, and teamwork are key to ensuring the well-being of everyone in the workplace.