

Checklist for the School Nurse

This checklist may be a useful guide for the school nurse to use for students with seizures or epilepsies.

1. Gather data

- Ensure medical release for information is on file.
- Obtain orders from the medical provider for medication needed at school and review student's current seizure plan from the health care provider.
- Arrange to conference with student and parent/guardian. Be sure to discuss and include that information will be shared with all of staff who need to keep the student safe.
 - Consider utilizing an intake form (Appendix B) or this to collect appropriate data to move forward with planning.
 - Epilepsy Foundation [forms](#) are available to help students manage seizures.
- Seizure care plans and medical orders should be stored together, preferably with a picture of the student in the confidential health record and with the student's emergency medication.
- Refer to the Maine Department of Education [Decision Tree for Coordination and Oversight](#).

2. Conduct assessment and develop plans for student

- Nursing assessment of student, utilizing input from parents/guardian, student, and provider.
- Advocate for the least restrictive medication choice that is to be given at school.
- Create a [seizure action plan](#).
- Create emergency plans to share with all staff, including substitute staff and bus drivers (see Appendix D and E)
- Develop/implement the student's 504 plan or IEP if indicated.

3. Plan and implement training

Training for school nurses

- [Epilepsy Foundation: Seizure Training for School Nurses](#)

Training for school staff

- [Epilepsy Foundation: Seizure Training for School Personnel](#)
- Identify all staff that will have contact with the student, (teachers, coaches, PE instructor, lunchroom staff, recess staff, and bus driver) and coordinate training.
- Include those involved in the 504, IEP, and other education plans and collaborate with the administration.
- After training has been completed, review roles in carrying out the plan, how roles relate, and when/where to seek help

4. Facilitate school health team meeting

- Review individual plan of care at least annually
- Review the emergency plan with all staff, including substitute staff at least annually
- Monitor compliance and understanding of the plan by school staff
- Facilitate follow-up meetings to discuss concerns and updates, evaluate for potential changes to the plan of care and modify the plan on an ongoing basis