Seizure action plan



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| --- | --- |
| **Date created** |  |
| **Due for review** |  |
| **Name of employee** |  |
| **Job title** |  |
| **Name of line manager** |  |

# Emergency contacts

|  |  |
| --- | --- |
| **Name** |  |
| **Relationship** |  |
| **Contact number (s)** |  |
| **When to contact** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Relationship** |  |
| **Contact number (s)** |  |
| **When to contact** |  |

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| This plan is in place to ensure people know what to do if a seizure happens at work. It covers:  **Seizures** – what happens, how to help and when it is an emergency  **Trusted colleagues** – who knows at work and preferred companions  **Treatment** – what medicine is taken and who can administer emergency medicine if needed  **Support at work** – the effect that epilepsy has, and the support that is in place |

Seizures

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| **Seizure type/s** |
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| **What happens during a seizure and how to help** |
| Describe the typical signs and symptoms and what action people should take to help. |
| **Typical length of time a seizure lasts** |
|  |
| **Typical seizure pattern** |
| Describe how often seizures happen and if they happen at particular times of day/night (note: many people with epilepsy do not have seizures that follow a pattern) |

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| **What to do if a seizure lasts longer than usual or for more than five minutes** |
| For example, a named trained person administers emergency medicine, or call an ambulance |
| **When to call an ambulance** |
| An ambulance is not needed for most seizures. Describe when one might be needed. |
| **After a seizure** |
| Describe what recovering can be like and what helps. Include any arrangements for going home if needed. |

# Trusted colleagues

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| **Who needs to know?** |
| It’s up to the employee who to tell, but if people know they can help during a seizure. |
| **Do they need epilepsy awareness training?** |
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| **Who at work could respond to a seizure?** |
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| **Which people are preferred companions if needed?** |
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Treatment

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| **Epilepsy medicine** | |
| If you need to take your medicine at work, do you need any support to do so? For example, a safe place to store it? | |
| **If emergency medicine has been prescribed, who at work is trained to give this?** | |
| **Name** | **Position** |
|  |  |
|  |  |
| **Where is the emergency medicine stored and who has access to it?** | |
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| **Any other treatments?** |
| For example VNS, ketogenic diet |

# Support at work

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| **What effect does epilepsy have?** |
| For example, side-effects of medicines, memory problems, medical appointments, not being able to drive, mood |
| **Is there anything that makes a seizure more likely?** |
| Describe any possible seizure triggers |
| **Is there anything that can be done to reduce the risk of seizure triggers?** |
| For example VNS, ketogenic diet |
| **What support is in place at work?** |
| Describe anything that is in place to provide support. If a risk assessment has been completed check what is in that and include it here. |
| **Is there any other support that would help?** |
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| **If applicable – Has there been an occupational health assessment?** |
| No  Is one needed?  Yes  Date:  What were the recommendations: |
| **Has there been an Access to Work assessment?** |
| No  Is one needed?  Yes  Date:  Outcome: |

This plan is agreed by

**Employee**

|  |  |
| --- | --- |
| **Name and position** |  |
| **Signature** |  |
| **Date** |  |

**Employer**

|  |  |
| --- | --- |
| **Name and position** |  |
| **Signature** |  |
| **Date** |  |

Agreed review date:

This template is part of the Epilepsy Action Employer toolkit. See **employers.epilepsy.org.uk**

for more resources to help support people with epilepsy at work.

Epilepsy Action is the working name of British Epilepsy Association, a registered charity in England and Wales (No. 234343) and a company limited by guarantee (No. 797997) in England.

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