



Uwharrie Charter Academy Standard Operating Procedure (SOP)

Issued: January 15, 2026

Revised:

SUBJECT: Seizure Action and Management Policy: *(In accordance with N.C. General Statute §115C-375.7)*

I. Purpose

The purpose of this policy is to ensure the safety, health, and academic access of students with a known seizure disorder while at school, during school-sponsored activities, and on school transportation, in compliance with **North Carolina General Statute §115C-375.7**.

The Uwharrie Charter Academy is committed to providing a safe learning environment and ensuring that students with seizure disorders are supported through appropriate planning, staff training, and emergency response procedures.

II. Scope

This policy applies to:

- All students diagnosed with a seizure disorder
- All school staff, including teachers, administrators, support staff, coaches, and contracted personnel
- All school settings, including classrooms, extracurricular activities, field trips, and transportation

III. Definitions

- **Seizure Disorder:** A neurological condition characterized by recurrent seizures, including epilepsy.
- **Seizure Action Plan (SAP):** A written plan developed by a licensed healthcare provider that outlines seizure symptoms, interventions, emergency protocols, and medication

administration.

- **Emergency Medication:** Medication prescribed for use during or after a seizure to prevent complications, including rescue medications.

IV. Seizure Action Plan Requirement

1. Individualized Plan

- Each student with a diagnosed seizure disorder must have a current **Seizure Action Plan (SAP)** on file.
- The SAP must be completed and signed by a licensed healthcare provider and the student's parent/guardian.

2. Plan Accessibility

- The SAP shall be shared with staff members who have responsibility for the student, while maintaining student confidentiality.
- Copies shall be maintained by the school nurse (or designated administrator if no nurse is assigned).

V. Medication Administration

1. Authorization

- Emergency seizure medication shall be administered only with:
 - Written authorization from a licensed healthcare provider
 - Written parental consent

2. Storage

- Medications shall be stored securely but remain readily accessible during the school day and school-sponsored activities, as outlined in the SAP.

3. Administration

- Medication may be administered by:

- The school nurse, **or**
- Trained school personnel authorized in accordance with state law and local procedures.

VI. Staff Training

In compliance with **G.S. 115C-375.7**, the School shall:

1. Provide Training

- Ensure that school personnel receive training on:
 - Recognizing seizure types
 - Responding appropriately to seizures
 - Administering emergency seizure medication
 - Post-seizure care and monitoring

2. Training Frequency

- Training shall occur:
 - Annually, and
 - Upon enrollment of a student with a seizure disorder, as needed

3. Voluntary Participation

- Participation in medication administration training is voluntary, except as required for licensed healthcare staff.

VII. Emergency Response Procedures

During a seizure:

1. Remain calm and ensure the student's safety.
2. Follow the student's individualized Seizure Action Plan.

3. Time the seizure.
4. Do not restrain the student or place objects in the mouth.
5. Administer emergency medication if indicated in the SAP.
6. Call 911 if:
 - The seizure lasts longer than stated in the SAP
 - Multiple seizures occur without recovery
 - The student is injured or has difficulty breathing

VIII. Post-Seizure Care

After a seizure:

- Monitor the student until fully alert
- Allow rest as needed
- Notify the parent/guardian
- Document the incident according to school procedures

IX. Field Trips, Athletics, and Extracurricular Activities

- The School shall ensure that students with seizure disorders have access to all school-sponsored activities.
- Seizure Action Plans and emergency medication shall accompany the student during off-campus activities.
- Trained personnel must be available during such activities.

X. Transportation

- Transportation staff shall be informed of students with seizure disorders when appropriate.

- Emergency response procedures shall be followed according to the SAP while on school transportation.

XI. Confidentiality

All medical information shall be maintained in compliance with:

- FERPA
- HIPAA (as applicable)
- Applicable state and federal privacy laws

XII. Liability Protection

School employees who act in good faith and in accordance with this policy, training, and the student's Seizure Action Plan shall be afforded liability protection as provided under **North Carolina law**.

XIII. Policy Review

This policy shall be reviewed annually and updated as needed to remain compliant with state law and best practices.