

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Consumer Related

POLICY NO: 05-024

SUBJECT: Seizure Care

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EFFECTIVE DATE: April 1988

Policy:

It is Cottonwood, Inc.'s policy to ensure that consumers who have seizures will be given the appropriate care when seizures occur. All staff will be trained in the following seizure care procedure.

Procedures:

1. All staff who work with consumers on a daily basis will be informed of those consumers who have a history of seizures.
2. In the event that a seizure occurs, staff are instructed to:
 - A. Remain calm and start timing the seizure.
 - B. Avoid holding the person down or restraining movement in any way.
 - C. Clear area to prevent injury.
 - D. Place something soft under the head to be used as a pillow. Be aware that the person may have uncontrolled abrupt movements.
 - E. Turn the person on their side and loosen any tight-fitting clothing.
 - F. Avoid opening the person's mouth and forcing anything between their teeth.
 - G. Call an ambulance in the event that any of the following occur unless, trained to respond differently for a specific consumer.
 1. It is a first time seizure.
 2. The seizure is atypical for that person.
 3. Two or more seizures occur within a 10-minute timeframe.
 4. The seizure lasts more than 5 minutes.
 5. A head injury, or other serious injury, is suspected.
 6. The person is diabetic.

7. Appears confused 15 minutes after the seizure.
 8. The person has difficulty breathing during or after a seizure.
 9. The seizure occurs in water.
3. Consumers whose seizures are not controlled by medication will be supervised by staff during bathing or showering or as determined by their Showering/Bathing Assessment.
 4. All seizures or suspected seizure activity will be documented on a seizure report form.
 5. The form will be routed to the Health Support nurse for review and uploaded to database and communicated to the support team via a med note. The Health Support nurse will determine appropriate action and inform the case manager, residential coordinator and other appropriate staff of any needed follow-up.
 6. A consumer's physician or a nurse may issue a protocol for a consumer which details additional specific guidelines for care.
 7. For community employed consumers, information may be shared with the employer regarding seizure care after a release of information has been obtained.
 8. When Cottonwood, Inc. is neither the Healthcare Coordinator nor the Residential Provider the Day Services Coordinator will follow agreed upon individual procedures to contact the designated contact person, i.e., family or Residential Provider, to inform them of the seizure on the day that it occurs.