

Facilitator's Guide



STRONGER TOGETHER

**A
Presentation
Guide
and
Toolkit**

**SEIZURE
TRAINING**
for **SCHOOL
PERSONNEL**

Facilitator's Guide



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Seizure Training for School Personnel

Facilitator's Guide

Purpose and Organization of this Guide

The purpose of this training is to provide teachers and other school personnel with information they will need to recognize seizures and their impact on students, and respond with appropriate and safe first aid.

This facilitator's guide is designed to provide a quick overview of the training, the materials included in the kit and suggestions to assist with utilizing the materials as effectively as possible. It begins with a brief overview of the training itself followed by a description of the materials enclosed in the training kit.

Overview of the Training

Enclosed within this toolkit are all of the materials needed to implement a 60-minute seizure recognition and first aid training for school personnel. The audience for the training is elementary, middle and secondary school staff including teachers, administrators, teachers' aides, cafeteria workers, security guards and custodians.

This training may be implemented by Epilepsy Foundation affiliate staff, school nurses or other trained health or education professionals. We strongly urge any first-time presenter to contact the Epilepsy Foundation affiliate nearest you and enlist their support as a co-trainer and coach. To locate the affiliate nearest you please call (800) 332-1000 or go to www.epilepsyfoundation.org/aboutus/AffiliateLookup.cfm.

As you become familiar with the training, you will notice key concepts repeated in the training and DVD. This training strategy was employed to capitalize upon proven strategies for educating adults. Adult learners presented with materials through different mediums are more likely to retain knowledge.

The Seizure Training for School Personnel Program has been certified by the Centers for Disease Control & Prevention (CDC) for Continuing Education Units (CEUs) to help ensure the quality and consistency of the information being presented. This allows each presenter to evaluate a participant's knowledge of the material presented and helps insure that this knowledge can be applied in the school environment. We urge you to use this process. When implementing this certification process it is essential the content in the PowerPoint slides, presenter notes, and DVD, be faithfully covered in each training session. If there are variations in the training, the resulting certification will be meaningless.

Certificates and/or instructions for obtaining CEUs should only be given to participants who meet the following basic standards for participation:

- Participate in the entire training.
- Take the pre-test prior to, and learning assessment at the conclusion of, the training.
- Stay for the review of the correct responses to the learning assessment.

Training At-A-Glance

Time	Section Objectives and Content Overview	Materials
7 min.	<p>OPENING</p> <ul style="list-style-type: none"> • Ask, “How many of you have experience with students or other people who have seizures? Would you be willing to briefly share your experience with the group?” • Have participants complete the pre-survey and notify participants that they will be tested on the content and provided with information on how to obtain CEUs following the program. 	<p>Slide 1</p> <p>PowerPoint handout</p>
1 min.	<p>REVIEW OF OBJECTIVES</p>	<p>Slide 2</p>
8 min.	<p>SEIZURE AND EPILEPSY BASICS</p> <ul style="list-style-type: none"> • What is a seizure? • What is epilepsy? • Epilepsy is more common than you think (prevalence data) • Did you know that...(dispelling common myths) • Common causes of epilepsy 	<p>Slides 3-7</p>
12 min.	<p>SEIZURE TYPES AND FIRST AID</p> <ul style="list-style-type: none"> • Seizure types • Absence seizures • Generalized tonic-clonic seizures • First aid for generalized tonic-clonic seizures • Dangerous first aid • When is a seizure an emergency? • Simple partial seizures • Complex partial seizures • First aid for complex partial seizures • Status Epilepticus 	<p>Slides 8-17</p>
2 min.	<p>SEIZURE TRIGGERS AND PRECIPITANTS</p>	<p>Slide 18</p>
6 min.	<p>PROVIDING ACADEMIC AND SOCIAL SUPPORT</p> <ul style="list-style-type: none"> • The impact on learning and behavior • Tips for supporting students with epilepsy • Tips for supporting a bullied student with epilepsy • Tips for creating a supportive school environment • Seizure Observation Record 	<p>Slides 19-24</p>

Time	Section Objectives and Content Overview	Materials
16 min.	DVD <ul style="list-style-type: none"> • <i>Seizure Disorders in the School</i> 	DVD Player
4 min.	EVALUATION <ul style="list-style-type: none"> • Have participants complete a satisfaction survey • Have participants complete a learning assessment • Provide information on obtaining CEUs for the program 	Slide 25 Participant satisfaction survey Learning assessment
3 min.	REVIEW ANSWERS TO THE LEARNING ASSESSMENT <ul style="list-style-type: none"> • Review learning assessment answers with participants and have them self-correct • Collect the satisfaction survey and the learning assessment 	Continuing Education Online System Instructions
1 min.	DISTRIBUTE RESOURCE MATERIALS <ul style="list-style-type: none"> • Distribute any additional resource material and show the PowerPoint slide with the Foundation's web site. • Distribute a certificate of participation to each participant who has completed the entire training and remind participants about available CEUs 	Epilepsy fact sheet Certificate of participation
60 min.	TOTAL TIME	
	OPTIONAL TOPICS <ul style="list-style-type: none"> • Seizures in a wheelchair • Seizures on a school bus • Seizures in the water • Ketogenic diet • Vagus Nerve Stimulator • Surgery for Epilepsy • Diazepam rectal gel 	Slides 26-33

Materials and Resources Checklist

Overview of Kit Contents

In this kit, you will find:

- PowerPoint slides with presenter notes to help guide you during your training
- PowerPoint slide handouts for participants
- An epilepsy fact sheet
- A pre-survey assessment
- A learning assessment and an answer key
- A participant satisfaction survey
- A certificate of participation
- A CDC Continuing Education Online System instruction sheet
- DVD: *Seizure Disorders in the School*
- A CD-ROM including master copies of the toolkit contents

Additional Recommended Materials

The following material is recommended for use with this training, but is not provided in the toolkit. It can be ordered by contacting the Epilepsy Foundation's Marketplace at (866) 330-2718 or by visiting <http://shop.epilepsyfoundation.org/store>.

- Seizure Recognition and First Aid brochure (300SFA)
- Seizure first aid wallet cards (067FAC)

What the Presenter Needs to Provide

To facilitate this training you will need to provide the following:

- LCD projector and computer
- DVD player and television
- Chalk board or flipchart (optional but recommended)

Description of Materials

PowerPoint Slides with Presenter Notes

The PowerPoint slides with presenter notes are the core of the training curriculum. The content of the slides and accompanying notes has been reviewed by physicians, Epilepsy Foundation program staff, people with epilepsy, teachers and other informed sources. It has been approved by the Epilepsy Foundation for use in certifying that people who have successfully completed the training have been exposed to information that will assist them in recognizing and appropriately responding to seizures.

When facilitating this training, it is necessary that you cover all of the content in the slides, utilizing key words and definitions as presented in the slides. The notes provide suggestions for questions you might ask, additional valuable content, and further clarification of slide content. We urge presenters to use as much of this as possible because it will enhance the value of your training.

Pre-Survey

The pre-survey has been developed, reviewed and approved by the Epilepsy Foundation. It is strongly recommended that all training participants take this test. In addition to assessing knowledge and allowing for a certification process to take place, it helps to reinforce learning. Prior to the training, instructors should distribute the pre-survey to participants.

Learning Assessment (and Answer Sheet)

A learning assessment has been developed, reviewed and approved by the Epilepsy Foundation. It is strongly recommended that all training participants take this test. In addition to assessing knowledge and allowing for a certification process to take place, it helps to reinforce learning.

After each training, instructors should review the answers to the learning assessment with all participants and allow them to self-correct. It will be useful to review completed learning assessments to determine if specific topics need more emphasis during future trainings.

Epilepsy Fact Sheet

An epilepsy fact sheet is included to provide additional information to participants. It provides an overview of epilepsy diagnosis, treatment options, seizure first aid and discusses seizure types. It should be distributed at the end of the training.

Seizure Observation Record

The seizure observation record provides a detailed format for keeping track of a person's seizures. It can be used by teachers, coaches, or other school personnel to document a student's seizure activity. It should be distributed during the presentation.

PowerPoint Slide Handouts

The slides have been made into a handout for participants. This handout helps reinforce learning and provides space for taking notes.

Description of Materials, continued

Participant Satisfaction Survey

This survey is designed to allow participants to evaluate the training experience as a whole. The participant satisfaction survey should be given, along with the learning assessment, at the end of the training. The feedback you receive will help you improve your training skills and present this material in the most effective way during future trainings.

Certificate of Participation

Certificates should only be given to participants that meet the following basic standards of participation:

- Participate in the entire training.
- Take the pre-survey and learning assessment after the training.
- Stay for the review of the correct responses to the learning assessment.

Once a participant has successfully completed the learning assessment and met the basic standards of participation, you may issue a personalized copy of this certificate. To personalize the certificate do the following:

- Print or type the participant's name in the appropriate space.
- Have the trainer sign and date the certificate in the appropriate space.

A copy of the certificate is included in the toolkit.

We recommend that you complete each certificate ahead of time and keep several blank copies with you for those who may show up unexpectedly.

Once the presenter has confirmed that the participant has successfully completed the entire training and the learning assessment has been submitted, the certificate may be given to the participant.

Continuing Education Units

Participants can receive the certificate of participation at the training, but to earn CEUs, they must visit the CDC Training and Continuing Education website listed on the instruction sheet. The certificate included in this kit is **not** a representation of CEUs; it is a Certification of Participation that can be given to participants that choose not to, or do not need to, pursue CEUs.

To obtain CEUs through the CDC's online training center, participants will need to input your name as the trainer as well as the training date. Please add this information to the instructions before distributing it to participants.

Participants can obtain CEUs up to one month from your training date. They will complete a similar learning assessment online to the one provided in the training, and must score 80% or better in order to earn 0.1 ANSI/IACET Continuing Education Units, or 0.1 Category I Continuing Education contact hours for Certified Health Education Specialists.

As the facilitator for the training, you will also need to send the Epilepsy Foundation the completed Biographical and Disclosure Statements. This is a requirement of the CDC and can only be entered through the national office of the Epilepsy Foundation. Completed sample copies of both statements are included in this toolkit.

Description of Materials, continued

Please note that if you plan to conduct multiple or future trainings, you will only be required to submit your Biographical and Disclosure Statements once. For future trainings, the only information you will need to submit to the Epilepsy Foundation is the date of your training so that participants can access CEUs following the presentation.

Biographical and Disclosure Statements, as well as training dates can be sent to the Epilepsy Foundation by email at cdcprograms@efa.org or via fax at 301-577-4941.

DVD

- *Seizure Disorders in the School*

The program included on the DVD provides additional information about seizures and epilepsy and shows actual footage of several seizure types. In addition, it briefly discusses seizure first aid. This program further enhances the learning gained from the slides. It is important that participants view the DVD program.

CD-ROM

On this CD-ROM you will find all of the documents provided in this toolkit. The slides are provided in PowerPoint format. The epilepsy fact sheet, learning assessment, participant satisfaction survey, certificate of participation, and continuing education unit instruction sheet are provided in PDF format. You will need Adobe Acrobat Reader to open the PDF files. If you do not have this computer program, free downloads can be obtained easily on the Internet by visiting www.adobe.com/product/acrobat/readermain/html.

Preparing for the Training

Three Weeks Prior to the Training

- Review the facilitator's guide and familiarize yourself with the content and key terms.
- Order any additional materials you want to distribute during the training.
- Carefully review the slides printouts with presenter notes. This is your primary guide for implementing the training module.
- Practice the training module, preferably with a colleague or other person capable of providing you with candid feedback and advice. There is a lot of training material to be covered in one class period, so some practice is essential.
- Visit the Epilepsy Foundation's website www.epilepsyfoundation.org to clarify any questions you may have.
- Contact your local Epilepsy Foundation affiliate with any questions you have about the training content or the materials provided in the kit. Additional materials can be ordered by contacting the Epilepsy Foundation's Marketplace at (866) 330-2718, or by visiting www.shop.epilepsyfoundation.org/store.

Two Weeks Prior to the Training

- Submit completed Biographical and Disclosure Statements to the Epilepsy Foundation national office.
- Submit training dates to the Epilepsy Foundation national office.

The Day Before the Training

- Make photocopies of all handouts.
- Prepare certificates and instructions for obtaining CEUs for participants.

The Day of the Training

- Cue up the DVD before the participants arrive.
- Project PowerPoint slide #1 on the screen.
- Collect the pre-surveys following completion.
- Remember to use the slides printouts with presenter notes as a guide while doing the training.

After the Training

- Distribute learning assessments for participants to complete.
- Distribute satisfaction surveys for participants to complete.
- Review correct learning assessment answers with the participants.
- Collect the satisfaction surveys and learning assessments.
- Distribute any additional resource materials including the epilepsy fact sheet.
- Distribute a certificate of participation and instructions for obtaining CEUs to each attendee as appropriate.

Send completed pre-surveys, participant satisfaction surveys and learning assessments to the national office of the Epilepsy Foundation. These can be scanned and emailed to cdcprograms@efa.org, faxed to 301-577-4941 or mailed to:

Epilepsy Foundation
8301 Professional Place
Landover, MD 20785

Accommodating Requests for Shorter Trainings

The Epilepsy Foundation carefully considered the amount of time needed to effectively train school personnel to appropriately respond to seizures that occur in a school setting. The Foundation strongly encourages trainers to do their best to secure the 60 minutes needed to provide this training in full; however we acknowledge that this is not always possible.

If you are given 40 minutes or longer, you may adapt this training and still distribute the certificate of participation, as well as instructions for obtaining CEUs. However, the learning assessment must be given, the first aid procedures must be discussed and a description of the seizures must be covered, either through the script or the DVD.

For any training less than 40 minutes in length, a certificate of participation and instructions for obtaining CEUs should not be distributed.

Help

If, after reviewing the enclosed material, you feel the need for further assistance, please contact your local Epilepsy Foundation affiliate. To locate the contact information for the affiliate nearest you, call (800) 332-1000 or visit the affiliate lookup page of the Epilepsy Foundation's website at www.epilepsyfoundation.org/aboutus/AffiliateLookup.cfm.