



Mavisbank School  
 Mitchell Street  
 Airdrie  
 ML6 0EB

## GUIDELINES FOR TAXI DRIVERS AND ESCORTS

### PROCEDURES/STEPS TO BE TAKEN TO ENSURE SAFETY OF CHILD – EPILEPTIC SEIZURE

*We strongly recommend that escorts should travel in the back of the car, beside the child, at all times – (John Lochrie Head Teacher)*

It is recommended that in order to ensure the safety of the child the following procedures should be carried out -	TAXI DRIVER	ESCORT
STEP 1	REMAIN CALM	a) ensure initial safety of child – check airway is clear b) keep speaking to child and give constant reassurance
STEP 2	Assess whereabouts on journey Are you nearest to: <b>HOME/SCHOOL/HOSPITAL</b> Take child to closest destination as quickly as possible	
STEP 3	Radio TAXI FIRM to get them to contact the school with the following instructions: a) name of pupil b) whether you are heading for <b>SCHOOL/HOME/HOSPITAL</b>	
STEP 4		Check and note the following 3 things: a) time seizure started b) length of time child is in a seizure c) describe type of seizure
STEP 5	If decided destination is <b>HOME/SCHOOL</b> – the appropriate people will be on hand to deal with the child on your arrival. <b>ALTERNATELY</b> if destination is <b>HOSPITAL</b> – take child to A & E and hand over relevant medical forms (meanwhile school staff will make their way to <b>HOSPITAL</b> to assist you as quickly as possible)	

*Reviewed by John Lochrie, Eileen McDonnell February 2015, Date of next review February 2018*