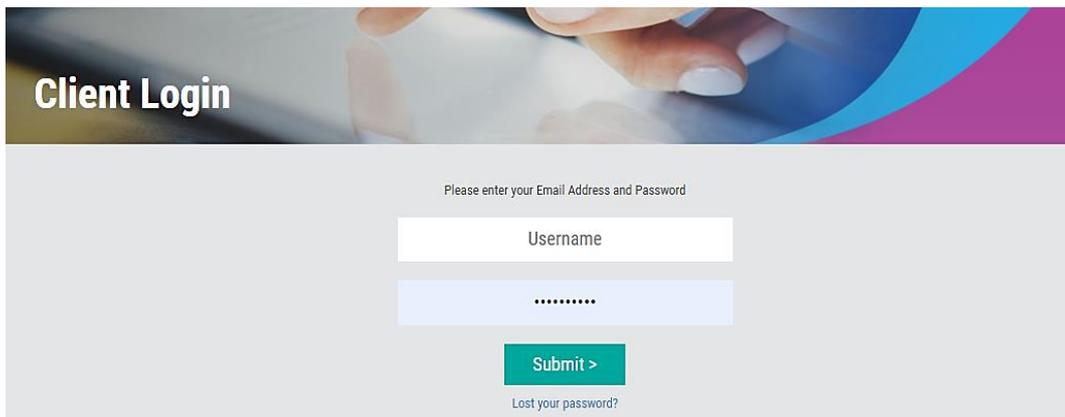


Using the Online Seizure Management Plan (SMP)

Getting Started

To open the page to start a SMP go to <https://www.epilepsy.org.au/how-we-can-help/our-services/seizure-management-planning/>

1. You will need to create your own log in and password. This means you can log on and make changes at any time. (If you have previously signed up for our online courses, this password will not work, you will need to create a new one). Click **Submit**



The screenshot shows the 'Client Login' page. At the top, it says 'Client Login' in white text on a dark background. Below that, there is a prompt: 'Please enter your Email Address and Password'. There are two input fields: the first is labeled 'Username' and the second is a password field with dots. Below the password field is a green 'Submit >' button. At the bottom, there is a link that says 'Lost your password?'.

2. You will then need to add your details and your relationship to the person with epilepsy if you are not doing the SMP for yourself

Seizure management Plan

Create New SMP

Existing SMP

3. You will need to click **Create New SMP** if you have no existing SMP's. (If you wish to edit an existing SMP then click **Existing SMP**)

This page will appear:

Seizure management Plan

Create New SMP

Existing SMP

Personal Details of the Client

Emergency Contact

Medical History

Special Considerations

School Information

Continue to Step 2

4. Click on the **down arrow** and fill the details in chronological order. You will not be able to progress until the essential details are filled. Once you have completed this, click the grey button **Continue to Step 2**.

Tips

Medical History

Just keep it simple, a line or two is enough with any co-existing diagnosis. For example, asthma, diabetes, ASD

Seizure History

Keep this information concise. Please include age of diagnosis, type of epilepsy (if known), which doctor manages the person's epilepsy and where the doctor is based.

Medications

No need to enter dosages of all regular medications, especially with children as this tends to increase with growth.

5. Step 2 is where you add the seizure information. The page will look like this:

Seizure management Plan

Create New SMP

Existing SMP

Seizure

Type of Seizure*

Focal Aware Seizure (awareness is retained) ▼

Duration of seizure

From To seconds ▼

Frequency, how often they occur

From To times a day ▼

Have been seizure free since Not Applicable

Day ▼ January ▼ Year ▼

Seizure Pattern

Seizure only occurs during sleep ▼

At the end of the seizure information you will have Seizure First Aid and Recovery Care to fill:

Management of Seizure Triggers

Seizure First Aid ▼

Recovery Care ▼

Save Add Another Seizure Type

6. Once you have added all the relevant information, click **Save**, or **Add Another Seizure Type** if there is more than one seizure type.

Tips

Seizures

Some check boxes say a similar thing. To keep the SMP concise, try to choose the one most accurate for your situation and avoid repetition by either:

1. Selecting the most relevant tick boxes or
2. Entering your own wording in the free text boxes below.
3. If your doctor has not stated your seizure name or type it is best to call them by numbers, e.g Seizure type 1, Seizure Type 2 etc.
4. Triggers currently get listed with management suggestions underneath. If you would prefer to relate the management to the trigger use the free text box below e.g Trigger: Fatigue. Encourage Sam to rest as required
5. If the person with epilepsy has many seizure types, to keep the plan clear to follow, you can merge the list of seizure symptoms according to the first aid required.
6. If frequent seizures are experienced it is recommended to tick **Not Applicable** rather than entering a date for last seizure, otherwise this information quickly becomes outdated.

Editing an Existing SMP

1. Click **Existing SMP**
2. There are a lot of actions you can take. Select the function you wish to perform:

Seizure management Plan

Create New SMP

Existing SMP

	Name	Date	Action	Search by name <input type="text"/>						
1	ABC DEF	22 Feb 2021	View SMP Edit SMP Edit Order Add Another Seizure Print SMP Print SMP First-aid Letter to Principal							
2	ABC DEF	21 Feb 2021	View SMP Edit SMP Edit Order Add Another Seizure Print SMP Print SMP First-aid Letter to Principal							
3	Jane MB	25 Feb 2020	View SMP Edit SMP Edit Order Add Another Seizure Print SMP Print SMP First-aid Letter to Principal Emergency Medication Administration Order form							

3. When editing an existing SMP, always change the date created and ensure previous copies held at schools, workplaces are destroyed to prevent confusion.

Edit Order - function enables you to edit the order of

- how seizure symptoms appear,
- the order of seizure response actions, and
- which seizure appears first on the Print SMP First Aid flowchart.

Add Another Seizure - If you need to add another seizure type to the plan

View or Print SMP - provides a lengthy document useful for funding and risk assessments. Select this to view and save the final document as a pdf (no need to print unless you want to)

Print SMP first aid - is a concise summary which should be accessible to those close to the person with epilepsy so they can refer to this in an emergency.

- Print SMP first aid is useful to view once initial information has been entered to understand how the final first aid plan will look to the responders.
- This also enables you to check the plan and make sure it is clear to follow when required.

[Letter](#) provides a cover letter prompting the receiver to undertake epilepsy training

[Emergency Medication Administration Order Form](#)

Administration Order for Emergency Medications must be written and signed by a doctor. This form will automatically be provided within the horizontal menu at the home page and will appear in the print first aid view when user states emergency medications are required under seizure response.

***Always check the instructions on Emergency Medication Order match the instructions on the SMP.** For instance, when the medication is to be provided and when to call an ambulance