POLICY FOR THE EDUCATION AND TRAINING ON EPILEPSY AWARENESS AND THE ADMINISTRATION OF RECTAL DIAZEPAM / BUCCAL MIDAZOLAM
(FOR EMPLOYEES SUPPORTING PEOPLE WITH LEARNING DISABILITIES)

Author: J Brown and J Dent
Owner: Barnsley Learning Disability Service
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Policy for the Education and Training on Epilepsy Awareness and the Administration of rectal Diazepam / buccal Midazolam
(for employees supporting people with learning disabilities)

1.0 PURPOSE

1.1 It is evident that a number of people living at home or in a community setting may experience prolonged seizures, seizure clusters or status epilepticus. The administration of rectal Diazepam or buccal Midazolam for the control of prolonged seizures is recognised as being potentially life saving. The National Sentinel Clinical Audit report (2002) into sudden death in epilepsy details the risks of not treating epilepsy as potentially life threatening.

This policy is to provide clear and explicit guidance on epilepsy awareness training and administration of rectal Diazepam / buccal Midazolam for employees supporting people with learning disabilities.

2.0 LEGISLATIVE AND POLICY REFERENCES

2.1 A Guideline on Training Standards for the Administration of Rectal Diazepam, Joint Epilepsy Council (September 2004).
A Guideline on Training Standards for the Administration of Buccal Midazolam, Joint Epilepsy Council (January 2012).

3.0 PROCEDURE RELEVANT TO POLICY

3.1 Appendix 1 Administration of Midazolam (Buccal / Nasal)
Appendix 2 Administration of Rectal Medication for Treatment of Status Epilepticus
Management of Errors or Incidents in the Administration of Medicines REF: LDG: 2.21

4.0 POLICY

4.1 Rectal Diazepam or buccal Midazolam will only be administered by Non-Nursing and Non-Medical personnel to individuals for whom it is prescribed, in the circumstances for which it is prescribed. The trained member of staff must know the service user and feel confident to administer the drug given the age, sex and weight of the service user following an agreed Care Plan.
Under no circumstances may rectal Diazepam or buccal Midazolam be administered unless all of the conditions contained in this document are met.

Staff who have completed an agreed training course, and stipulated refresher training, to administer rectal Diazepam or buccal Midazolam and follow other conditions as set out in this policy do so with the consent of Barnsley Metropolitan Borough Council.

4.2 Process

Before administration of rectal Diazepam or buccal Midazolam may take place, the staff member must ensure that:-

- The service user has a clinical diagnosis of Epilepsy, which has been made or reviewed during the last year and be under the care of a Doctor for which rectal Diazepam or buccal Midazolam is a prescribed element of that treatment.
- The service user has a completed Care Plan (Appendix 1).
- The Staff member has successfully completed the agreed training and met the required standard. The required standard will be assessed by a multiple choice test.

4.3 Care Plan

If a service user has not been allocated a Community Nurse, a referral should be made to the Community Learning Disability Team, outlining the reason for referral.

The Community Learning Disability Nurse for the service user will co-ordinate the completion of the Care Plan.

An assessment of the service users’ mental capacity to consent must also have taken place in accordance with the Mental Capacity Act (2005). It is important to remember to document any decisions made around the service users’ best interests.

The Care Plan for each service user will be completed in conjunction with the Medical Practitioner responsible for the service users’ treatment in consultation with the other signatories.

The Care Plan will clearly describe in lay terms the circumstances in which rectal Diazepam or buccal Midazolam may be given. It should clearly:

- Describe the physical signs and symptoms and / or behaviours which the individual must exhibit prior to the administration of rectal Diazepam or buccal Midazolam. This should include, where appropriate, a description of any precursor or warning symptoms as well as a description of a seizure.
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- Detail when rectal Diazepam or buccal Midazolam should be administered i.e. whether after the elapse of a given time from the onset of symptoms or after a given (specified) number of seizures.
- State the dose of rectal Diazepam or buccal Midazolam to be given in milligrams. (As prescribed by Medical Practitioner).
- Identify any known difficulties which may be experienced during administration and what action should be taken.
- State if and when a second dose may be given and state the size of any second dose in milligrams.
- Specify when the responsible Medical Practitioner should be consulted.
- Detailed circumstances in which a 999 call should be made.
- Stipulate who should witness the administration of rectal Diazepam or buccal Midazolam (e.g. another member of staff of the same sex as the service user).
- Affirm that appropriate insurance cover is in place.
- Obtain the signatures of the service user, parent or guardian, the prescribing doctor, the person who is to administer the rectal Diazepam or buccal Midazolam, the Manager on behalf of the Authority (this should normally be the Head of Service) and the Manager of the establishment in which the service user is being cared for.
- Identify who will be responsible for updating the Care Plan in the event of any alteration in the regime.

Copies of the completed Care Plan must be kept by the prescribing Medical Practitioner, by the Unit (in the service users’ notes), the service user, carer, parent and guardian and Community LD Nurse.

Whenever rectal Diazepam or buccal Midazolam is administered, the record sheet (Appendix 1) will be completed and signed by both the person who has administered the rectal Diazepam or buccal Midazolam and the witness. All sections of the record must be completed. A record will also be made in the service users’ support plan.

The Care Plan which supports the administration of rectal Diazepam or buccal Midazolam must be reviewed at least annually by the prescribing Medical Practitioner, the Community LD Nurse and the client and / or carer, parent or guardian.

4.4 Disposal

As Midazolam and Diazepam are drugs which can only be prescribed, as they are subject to the Dangerous Drugs Act, and they are known to have a street value, it is imperative that staff must follow the Barnsley Metropolitan Borough Council Social Services procedure for the Storage, Administration and Disposal of Medication.

4.5 Training

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It is the employer’s responsibility to ensure that named individuals who are willing to administer emergency medication are trained and up-to-date in the administration of rectal Diazepam and buccal Midazolam.

Only staff members who have successfully completed the Training course may undertake the administration of rectal Diazepam or buccal Midazolam.

Both the initial full day training and half day training will be delivered by Specialist Health Learning Disability Staff of the Barnsley Business Delivery Unit, South West Yorkshire Partnership NHS Foundation Trust (SWYPFT), by trainers who have a nursing / medical qualification and a minimum of two years experience of working with people who have epilepsy.

The staff member will have to successfully complete the agreed training and meet the required standard. The required standard will be assessed by a multiple choice test.

The content and delivery of the Training will be evaluated at the end of each course and the whole course will be reviewed annually by staff from the Specialist Health Learning Disability Staff of the Barnsley Business Delivery Unit, SWYPFT, in consultation with the Social Care Workforce Development Unit.

Only staff who need to administer rectal Diazepam and buccal Midazolam as part of their job role will receive the training. The initial training is a full day.

All staff who have received the initial full day training must complete the half day refresher course / update within two years.

5.0 DOCUMENTATION

5.1 Guidelines for Administration of buccal Midazolam in Epilepsy for Non Medical / Nursing Staff.

Guidelines for Administration of rectal Diazepam in Epilepsy for Non Medical / Nursing Staff.

Record of use of buccal Midazolam

Record of use of rectal Diazepam

6.0 GLOSSARY

6.1 LD = Learning Disability
SWYPFT = South West Yorkshire Partnership NHS Foundation Trust

7.0 REFERENCES

Policy Title.  Policy for the Education and Training on Epilepsy Awareness and the Administration of rectal Diazepam / Buccal Midazolam (for employees supporting people with learning disabilities)

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7.1 Barnsley Metropolitan Borough Council Social Services - Procedure for the Storage, Administration and Disposal of Medication.

Barnsley Primary Care NHS Trust (February 2010) Policy for Consent to Examination or Treatment.


Joint Epilepsy Council (September 2004) A Guideline on Training Standards for the Administration of Rectal Diazepam,

Joint Epilepsy Council (January 2012) A Guideline on Training Standards for the Administration of Buccal Midazolam

Mental Capacity Act (2005)


Whitten E, (September 2008) Using NICE guidance to standardise epilepsy management.
ADMINISTRATION OF MIDAZOLAM (BUCCAL / NASAL)
FOR THE TREATMENT OF PROLONGED SEIZURES

1.0 PURPOSE

1.1 To administer prescribed medicine via buccal or nasal route for the specific purpose of treating prolonged seizures and status epilepticus.

2.0 RISK FACTORS

2.1 Legislation
Litigation

ALERT
Buccal Midazolam preparation should not be administered if the service user is having breathing difficulties. For children / adults who have breathing difficulties as part of their condition, it may be appropriate to dial 999 and administer buccal Midazolam with emergency staff on the way.

Midazolam is now a Schedule 3 drug, this does not affect the storage of the drug but Nurse prescribers must ensure that the principle legal requirements for controlled drugs, as outlined in the BNF, are undertaken when prescribing Midazolam.

3.0 RELATED POLICIES/PROCEDURES

3.1 Policy for the education and training of Adult Social Services staff (employees) within the learning disability service on epilepsy awareness and the administration of rectal Diazepam / buccal Midazolam

Administration of rectal medication for treatment of prolonged seizures

4.0 PERSONNEL

4.1 All persons trained to administer Midazolam (buccal and / or nasal), confident to practice and hold a valid training certificate.

5.0 PROCEDURE

5.1 Equipment

Disposable protective gloves (desirable)
Alcohol Hand Gel Rub (desirable)
‘Epistatis’ with syringes
Service users’ care plan / prescription chart

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<table>
<thead>
<tr>
<th>Action</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Collect and check buccal Midazolam against care plan and prescription on MAR sheet. Check expiry date and service user’s allergy status.</td>
<td>To prevent dosage error and to ensure correct medication is given.</td>
</tr>
<tr>
<td>2. If possible, wash and dry hands thoroughly and apply gloves if desired, or apply alcohol gel rub if preferred.</td>
<td>To remove transient micro-organisms</td>
</tr>
<tr>
<td>3. Ensure optimal privacy.</td>
<td>To maintain dignity and respect</td>
</tr>
<tr>
<td>4. Explain procedure (even if service user does not appear to be conscious).</td>
<td>To allay anxiety and promote reassurance</td>
</tr>
<tr>
<td>5. Draw up the required amount from the bottle using the syringes supplied.</td>
<td>Prepare for administration</td>
</tr>
<tr>
<td><strong>BUCCAL ADMINISTRATION</strong></td>
<td><strong>Ensure effective administration of medication</strong></td>
</tr>
<tr>
<td>6. Squirt about half of the prescribed dose between the lower gums and the cheek (buccal cavity). Squirt the remaining liquid between the lower gums and the cheek on the other side of the mouth. Close the lips gently.</td>
<td>To prevent leakage</td>
</tr>
<tr>
<td><strong>NASAL ADMINISTRATION</strong></td>
<td><strong>Ensure effective administration of medication</strong></td>
</tr>
<tr>
<td>7. For Adults Only. If salivation is excessive, place the tip of the syringe only into the nasal cavity and gently squirt half the prescribed dose up each nostril.</td>
<td>Monitor response to intervention</td>
</tr>
<tr>
<td>8. Following administration – observe service user for signs of recovery. Check skin colour, level of consciousness and breathing.</td>
<td></td>
</tr>
<tr>
<td>9. Raise alarm and alert emergency services if there is not the expected response.</td>
<td>To ensure adequate support given</td>
</tr>
</tbody>
</table>
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10. Clear away disposable equipment and return bottle to appropriate storage.
Keep area clean – store medication appropriately

11. Remove gloves (if worn), and wash and dry hands thoroughly, or apply hand gel rub.
To remove transient microorganisms

12. Document in service user records / support plan and prescription card / MAR sheet and record use of Buccal Midazolam.
Maintain records.

6.0 DOCUMENTATION

6.1 Service user’s support plan / records
MAR sheet
Guidelines for administration of rectal Diazepam in Epilepsy for non medical / nursing staff.
Record of use of buccal Midazolam

7.0 GLOSSARY

7.1 MAR sheet - Medication Administration Record
UK – United Kingdom
EU – European Union

8.0 REFERENCES

8.1 Buccal Midazolam Liquid. Patient information. Special Products Liquid

NB: Buccal Midazolam liquid “Epistatus” is an “off-licensed medicine” within the meaning of current legislation governed by the UK Medicines Act and EU Pharmaceutical Directives.
ADMINISTRATION OF RECTAL MEDICATION FOR TREATMENT OF PROLONGED SEIZURES

1.0 PURPOSE

1.1 For social care staff to be able to administer prescribed medicine via rectal route for the specific purpose of treating prolonged seizures and status epilepticus.

2.0 RISK FACTORS

2.1 Legislation
Litigation

ALERT
Rectal Diazepam preparation should not be administered if there is severe respiratory insufficiency.

3.0 RELATED POLICIES / PROCEDURES

3.1 Policy for the education and training of Adult Social Services staff (employees) within the learning disability service on epilepsy awareness and the administration of rectal Diazepam / buccal Midazolam

Administration of Midazolam (buccal / nasal) for the treatment of prolonged seizures

4.0 PERSONNEL

4.1 All persons trained to administer Diazepam (rectally), confident to practice and hold a valid training certificate.

5.0 PROCEDURE

5.1 Equipment

Disposable Plastic Apron
Sheet / Blanket
Disposable Sheet
Disposable protective gloves (essential)
Clinical Waste Bag
Service users’ care plan / prescription chart

N.B. Due to the urgent nature of the procedure the above apart from the one marked essential, are desirable.

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<tr>
<td>1. Collect and check care plan and rectal Diazepam preparation against prescription on MAR sheet, check expiry date and patient's allergy status.</td>
<td>To prevent dosage error and to ensure correct medication is given.</td>
</tr>
<tr>
<td>2. Wash and dry hands thoroughly or use alcohol hand rub. Put gloves on.</td>
<td>To remove transient microorganisms.</td>
</tr>
<tr>
<td>3. Ensure optimal privacy.</td>
<td>To maintain dignity and respect.</td>
</tr>
<tr>
<td>4. Explain procedure (even if patient does not appear to be conscious)</td>
<td>To allay anxiety and promote reassurance.</td>
</tr>
<tr>
<td>5. Place the patient in left lateral position with their knees drawn up, expose the buttocks.</td>
<td>For ease of insertion and effective administration of medication</td>
</tr>
<tr>
<td>6. Place disposable sheet under patient's buttocks.</td>
<td>Protect surroundings</td>
</tr>
<tr>
<td>7. Tear open the pack containing the rectal Diazepam tube and remove tube cap with a twisting motion.</td>
<td>Prepare rectal tube for use</td>
</tr>
<tr>
<td>8. Insert nozzle completely into rectum pointing it downwards.</td>
<td>Ensure effective introduction of medication</td>
</tr>
<tr>
<td>9. Keep tube completely pressed together until it has been withdrawn from the rectum.</td>
<td>Prevent solution re-entering rectal tube</td>
</tr>
<tr>
<td>10. Maintain the patient's position and hold the buttocks together for a few minutes.</td>
<td>Prevent seepage</td>
</tr>
<tr>
<td>11. Cover patient with a blanket and observe for changes in colour of skin tones, breathing patterns. If concerned seek urgent medical attention.</td>
<td>Monitor clinical responses</td>
</tr>
<tr>
<td>12. Clear away equipment and dispose of waste in line with the</td>
<td>To keep area clean and tidy.</td>
</tr>
</tbody>
</table>


Healthcare Waste Management
Policy and Infection Control Policy
and waste management policy.

13. Wash and dry hands thoroughly or use alcohol handrub.

To remove transient micro-organisms.


Maintain records

6.0 DOCUMENTATION

6.1 Service user’s support plan / records

MAR sheet

Guidelines for administration of rectal Diazepam in Epilepsy for non-medical / nursing staff.

Record of use of rectal Diazepam

7.0 GLOSSARY

7.1 MAR sheet - Medication Administration Record

8.0 REFERENCES

8.1 2011 The Royal Marsden Hospital of Clinical Nursing Procedures – 8th Edition