Policy for:

Emergency Treatment of Seizures Procedures

(Administration of Rectal Diazepam or Midazolam as a First Aid Measure)

Document Control

A. Confidentiality Notice

This policy document has been approved by the Headteacher and Senior Management Team of St.Modwen's Catholic Primary School and is intended for internal and /or external publication. Where the document is identified for internal use the policy information may not be shared with external agencies or parents without the prior agreement of the Headteacher or authorising Committee

B. Document Details

Classification:	Operational Approval - Headteacher
Policy Source:	SCC Guidance (November 2021 update – G51 Emergency Treatment of Seizures)
Organisation:	St. Modwen's Catholic Primary School
Document Reference:	STM22
Current version number:	26.28 V2 (8 pages)
Current Document Approved by:	Headteacher
Date Approval:	February 2026
Scheduled Review:	February 2027 (2 Years)

C. Document Revision and Approval History

Version	Date	Version Created by	Version Approved by	Comments
26.28 V2	14.11.2025	C Salt (SBM)	Headteacher	26.28 V2 – No amends to Policy content – No updated guidance issued on SLN since November 2021 update – G51 Emergency Treatment of Seizures.
23.25 V1	17.10.2023	C Salt (SBM)	Premises, Health and Safety 7.11.2023	SCC Guidance (November 2021 update – G51 Emergency Treatment of Seizures) Amends: Document Control Sheet added No Amends to main Policy content

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1. Introduction

Buccal Midazolam or rectal Diazepam are prescribed for service users and young people who require emergency first aid treatment for seizures to prevent status epilepticus that could result in brain damage or death. Employees who are trained by the County Council to administer Buccal Midazolam and /or rectal Diazepam will be fully supported by the County Council in carrying out these procedures.

2. Application

This guidance applies to all County Council workplaces and work situations.

3. Purpose

This document provides details of the procedure that must be followed in the event of a service user or young person requiring the administration of medication for the emergency treatment of seizures. It also includes guidance and information for Managers, Headteachers and employees involved in the safe and appropriate administration of these medications.

4. Arrangements

4.1 DEVELOPING PROTOCOL FOR THE ADMINISTRATION OF MEDICATION FOR THE EMERGENCY TREATMENT OF SEIZURES

In the event of a service user or young person requiring emergency administration of Buccal Midazolam or Rectal Diazepam managers will arrange the following: -

- Obtaining of the relevant information from the GP/Consultant issuing the prescription, which includes the nature and possible severity of seizures likely to be suffered by the Service user, will be obtained.

- Discussions with the carer/family as to when and how they would normally administer the medication.
- Using Appendix 1 for guidance, Protocol HSF52 must be drawn up stating the circumstances and situations under which these medications should be administered. The GP/Consultant and the relevant manager must sign the protocol and if appropriate the Service user and Carer/Family.

A copy of the protocol and these procedures must be provided to each party.

Where there is no protocol in place signed by the GP/Consultant, the Carer/Family must be made aware that: -

- If seizures occur in these circumstances, Buccal Midazolam or rectal Diazepam cannot be administered, and the emergency services must be contacted.
- Activities may need to be restricted.

The manager must ensure that all employees involved in the administration of Buccal Midazolam or rectal Diazepam have read and understood the procedures and the protocol.

Once the protocol is in place, these medications must only be administered by a trained employee and as per the conditions outlined in the Protocol.

The protocol must be placed on the service users or young persons personal file. A further copy should be kept on: -

- The Medication File or
- The Support Plan for community services, which is kept in the Service Users home

The protocol must be reviewed at least annually and at any other time when there are significant changes. If necessary an amended protocol must be drawn up and signed by the relevant parties. The original Protocol must be clearly marked as no longer valid and retained on file.

If employees raise concerns in relation to the detail of the Protocol, then the Manager must raise these concerns with the service users GP/Consultant and the Carer to seek clarification and further advice.

4.2 ADMINISTRATION OF RECTAL DIAZEPAM

The decision to administer Rectal Diazepam must be made by a member of the management team, or by a designated officer (trained member of staff). This decision must be made in accordance with the Protocol.

Wherever possible two employees should be present during the administration of Rectal Diazepam. However, it is recognised that there may be occasions when only one member of staff is on duty (Community Services) and to meet the conditions of the protocol, that employee must then administer the medication immediately.

As with all medication the medication procedures must be followed ensuring accurate records are kept. Medication must be stored as per manufacturer's instructions.

When employees administer Rectal Diazepam they must be sensitive to the environment within which it is to be administered, to ensure that the privacy and dignity of the service user is maintained, so far as is reasonably practicable.

It is not always acceptable to administer rectal Diazepam in the community and employees would then need to contact the emergency services. Managers must ensure that, if rectal Diazepam is prescribed, a copy of the protocol for its administration accompanies the Service User, and medication at all times. **In any circumstances in which it is not practicable to administer these medications the emergency services must be contacted.**

If the service user does not respond as per their protocol, following the administration of these medications, or any contraindications/side effects are evident, then the emergency services must be contacted immediately.

If the service user's protocol signed by the GP/Consultant requires a second dosage of medication to be given, the second dosage must be administered in accordance with the Protocol and the emergency services contacted.

Where practical difficulties in the administration of Rectal Diazepam are identified, i.e. Manual Handling, Transportation etc., advice should be sought from the appropriate line manager, and the details of the problem and outcome must be recorded on the service user's protocol.

All medications have expiry dates, therefore it is important that these are checked regularly and also checked immediately prior to administration, as per medication procedures

On each occasion that Rectal Diazepam is administered, the following records must be completed: -

- Medication Recording System
- A report on the service user's contact / record sheet.
- HSF44 Record of Administration of Medication for the Emergency Treatment of Seizures. This document must be filed in the appropriate section of the Service Users personal file.

Gender of employees administering, or assisting with administration of rectal Diazepam must be considered. It is recommended that at least one member of staff of the same gender as the service user or young person be present during administration

The above is for guidance only and maybe modified inline with the service user's wishes or if necessitated by an emergency. Service user's wishes should be documented on their protocol.

These medications are prescribed for the use of one service user and must never under any circumstances be administered to any other person.

Unused/out of date medication must be returned to the service user's Parent/Carer/Pharmacist as appropriate, and a record of this documented on the medication file.

When administering these medication employees must ensure that they collect the appropriate equipment needed for administration, such as gloves, apron, medication, antibacterial gel (for community use) and lubricating jelly.

Administration of Midazolam

The decision to administer Buccal Midazolam must be made by a member of the Management Team, or by a Designated Officer (trained member of staff). This decision must be made in accordance with the Protocol. The main type of Midazolam is Epistatus liquid.

As with all medication the medication procedures must be followed ensuring accurate records of administration are kept. Medication must be stored as per manufactures instructions.

When employees administer medication they must be sensitive to the environment within which it is to be administered, to ensure that the privacy and dignity of the Service user is maintained, so far as is reasonably practicable.

Managers must ensure that, if Buccal Midazolam is prescribed, a copy of the Protocol for its administration accompanies the Service user at all times.

If the Service user does not respond as per their Protocol, following the administration of these medications, or any contraindications/side effects are evident, then the emergency services must be contacted immediately.

If the Service Users Protocol signed by the GP/Consultant requires a second dosage of medication to be given, the second dosage must be administered in accordance with the Protocol and the emergency services contacted.

These medications have expiry dates. This must be checked regularly, once some medications are open the expiry date can be limited it is important that these dates are checked.

On each occasion that Buccal Midazolam is administered, the following records must be completed: -

- Medication Recording System
- A report on the service user's contact / detailed record sheet.
- HSF 44 Record of Administration of Medication for the Emergency Treatment of Seizures. This document must be filed in the appropriate section of the Service Users personal file.

The above is for guidance only and maybe modified in line with the Service User's wishes or if necessitated by an emergency. Service User's wishes should be documented on their protocol.

These medications are prescribed for the use of one service user and must never under any circumstances be administered to any other person.

Unused/out of date medication must be returned to the service user's parent/carer/pharmacist as appropriate, and a record of this documented on the medication file.

When administering these medication employees must ensure that they collect the appropriate equipment needed for administration, such as gloves, apron, medication and antibacterial gel (for community use)

Midazolam **is** not a controlled drug but because of the potential for misuse and for the protection of employees it should be stored and checked as if it is a controlled drug. Where

medication needs to be readily accessible in the community, it must be transported in a suitable lockable container.

4.3 COMMUNICATION WITH CARERS/FAMILY

Carers must be informed as soon as practicable and on the day of occurrence, of the details of any seizure(s) and of any seizures that resulted in the administration of Buccal Midazolam or rectal Diazepam as per the Service Users Protocol. For Residential Care, Community Services, Family Carers will be informed only if previously agreed.

Where appropriate Managers must make Carers/Family aware of their responsibility to notify them of any significant changes that may affect the Service Users Protocol.

5. Staff Training

All staff, where a need has been identified, must have an up to date training certificate for the Emergency Treatment of Seizures. If there are no staff trained or staff fid themselves in a situation in which they are unable to administer the medication then an emergency plan would be required, such as contact emergency services.

Managers must ensure that sufficient employees are trained in the procedure for the administration of Buccal Midazolam or rectal Diazepam, and that at least one of them are on duty at all times.

To administer Rectal Diazepam/ Buccal Midazolam, employees are required to have an up to date training certificate that is valid for 12 months. There is a 3 month grace period only for staff who are regularly administering (at least monthly). All staff must attend refresher training to be able to continue administration of emergency medication.

Staff who do not complete refresher training within 12 months (15 months for staff who qualify for the grace period) must complete the initial training before they can resume administering.

Initial training will include Epilepsy Awareness plus administration of Buccal Midazolam and rectal Diazepam as required.

Refresher training if completed within 12 months of initial (or 15) will only include the administration of Buccal Midazolam and/or rectal Diazepam.

Managers must maintain an up to date list of authorised-Designated Officers (trained employees), and copies of their up to date training certificates kept on their file.

6. Emergency Services

When employees contact the emergency services it is essential that they inform them of the potential need for the administration of Buccal Midazolam or Rectal Diazepam. It is also important that the emergency services are informed if medication has been administered, but recovery has not been as per protocol.

Where the emergency services are called, the Service Users full medication details must accompany them to the hospital. If the Service user is out in the community employees must inform the Unit/Line Manager, who will make appropriate arrangements for this information to be communicated to hospital staff.

It is essential that upon the arrival of the emergency services they are informed of the administration of Buccal Midazolam or rectal Diazepam and of the dosage(s) and time of administration.

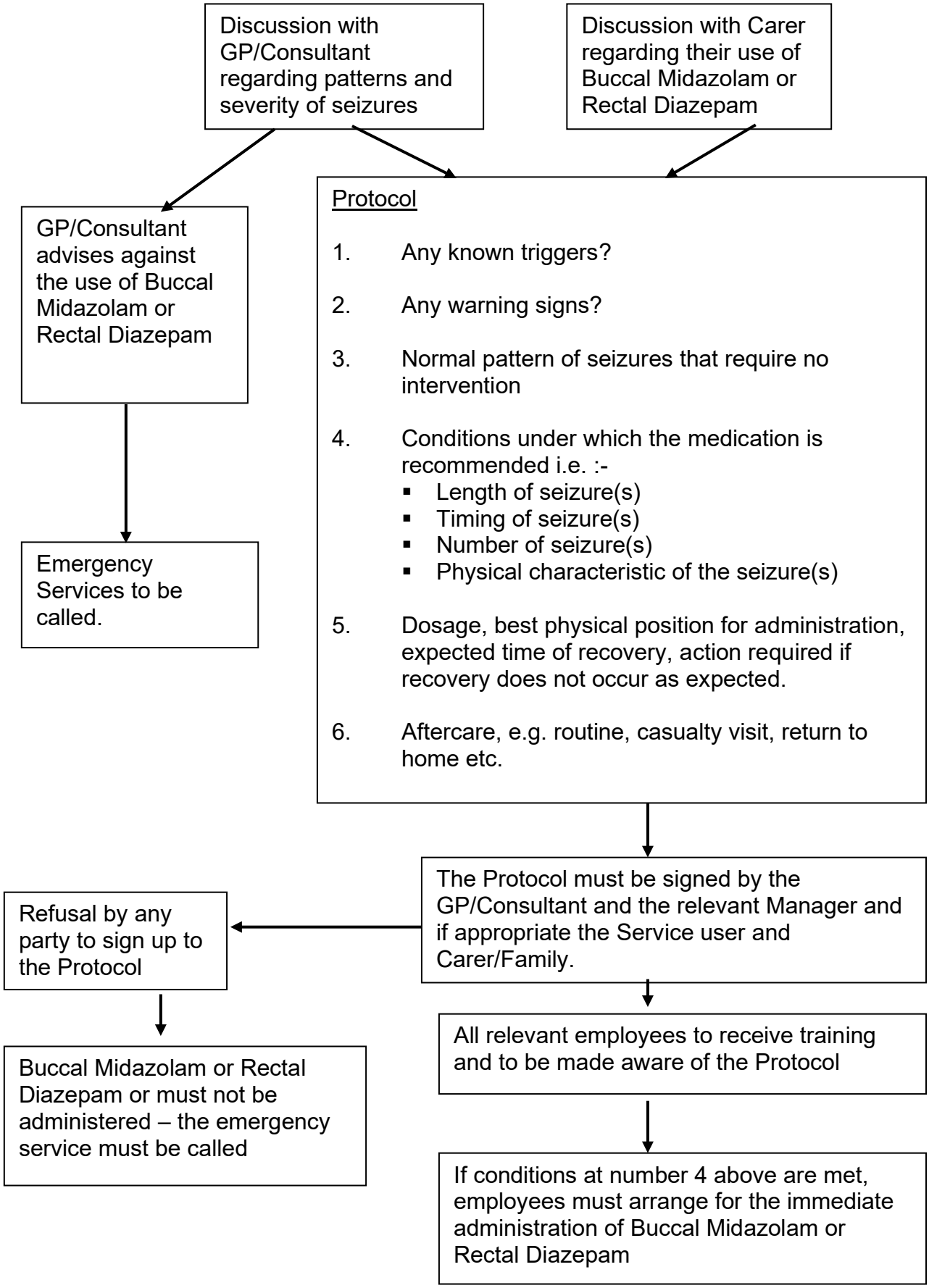
7. Insurance for employees administering Buccal Midazolam or Rectal Diazepam

The County Council's Insurance provides the necessary cover for Directorates employees to undertake the administration of Buccal Midazolam or rectal Diazepam in accordance with Service user protocols, so long as they are trained and have an up to date training certificate.

8. Standard Documents

- Appendix 1 Flow Chart Guide for Drawing up a Protocol HSF 52 for the Administration of Buccal Midazolam or Rectal Diazepam.

- HSF 52 Protocol for the Administration of Medication for the Emergency Treatment of Seizures as a first aid measure only.

- HSF 44 Record of Administration of Medication for the Emergency Treatment of Seizures as a first aid measure only.

Flow Chart Guide for Drawing up a Protocol (HSF 52) for the Administration of Buccal Midazolam or Rectal Diazepam.