

# Oakfield School

## 28. Buccal Midazolam Emergency Epilepsy Medication Policy



	Date
Agreed by School Governors:	February 2013
To be Reviewed:	February 2018

## **POLICY STATEMENT**

Oakfield School recognises that all pupils should receive the correct medical treatment and dignity should be respected and maintained at all times. Buccal Midazolam is an emergency medication which is prescribed in liquid form it is non-invasive and should be administered if prescribed by GP or Consultant and the following procedure must be adhered to.

## **PROCEDURE**

All pupils who have Epilepsy must have a completed epilepsy management plan in their care plan (Appendix 1).

All pupils who require Buccal Midazolam must have epilepsy treatment plan, completed and signed by the GP or Consultant in care plan and in emergency pack when accessing the community (Appendix 2).

All pupils who have been prescribed Buccal Midazolam must have it available for use at all times. If Oakfield were to admit a pupil with Epilepsy, we would ensure that relevant staff had appropriate training.

Staff accompanying pupils must have up to date epilepsy training (updated every 2 years) and Buccal Midazolam training (updated annually). These staff members are the only ones authorised to administer the medication. All other staff in the absence of trained staff should follow the normal medical emergency procedure – dial 999.

Buccal Midazolam can only be administered by staff who have completed the Medication Induction and Buccal Midazolam training. Guidance for administering Buccal Midazolam is included in Appendix 3

Emergency services must be contacted if Buccal Midazolam is administered to ensure that a further medical review takes place unless otherwise stated on the Epilepsy Treatment Plan.

Buccal Midazolam must be stored in a locked tin when on social leave within the tin there must be a pair of gloves a bag to dispose of the syringe and a copy of the Epilepsy Management Plan. All medical records should be completed as required.

For more information/advice, please go to: <https://www.epilepsy.org.uk/>

This Policy was reviewed July 2015.

Signed: .....

Lee Morfitt (Chair of Governors)

**Appendix 1**

**Oakfield School Epilepsy Management Plan (M8)**



Pupil Name:

Date of Birth:

Home Address:

Telephone  
Number:

Allergies:

GP:

Telephone  
Number:

Consultant:

Telephone  
Number:

Residential House:

House Leader:

**Medication**

Anti Convulsant  
Medication:

Other Medication:

**Seizure Activity**

Onset:

Recovery Period:

Precipitating  
Factors:

**Emergency  
Medication**

To be given if:

Staff trained in  
emergency  
medication:

If a seizure should  
occur:

**To be reviewed if seizure activity changes or at medication review**

Staff Signature: \_\_\_\_\_

Print  
Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix 2**

**Oakfield School Buccal Midazolam Treatment Plan (M10)**



Pupil Name:

Date of Birth:

Home Address:

Contact Number  
(Home):

Contact Number  
(Work):

Contact Number  
(Mobile):

GP Name:

Contact Number:

Residential House:

**For Completion by Doctor**

Buccal Midazolam has been prescribed for the above named pupil

To be used when seizure lasts longer than (minutes):

Prescribed Dose

 mgs mls

Second dose should be given

Yes	<input type="checkbox"/>
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No	<input type="checkbox"/>
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If yes,  
circumstances and  
length of time  
after first dose:

Additional  
Instructions:

Doctor  
Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_



### Instructions for using Buccal Midazolam

Stage	Action Required
1	Check that the liquid is clear with no crystals
↓	
2	Unscrew the bottle cap, keeping the bottle upright
↓	
3	Insert provided syringe into the centre of the bottle stopper
↓	
4	Turn bottle upside down
↓	
5	Pull plunger of syringe back slowly and then push back to prevent large air bubbles
↓	
6	Pull the plunger back again and draw up prescribed amount of medication. Syringes are marked to the amount
↓	
7	Turn bottle right way up before removing syringe
↓	
8	Place the syringe into the side of the mouth between the cheek and gums
↓	
9	Slowly push the plunger of the syringe down until syringe is empty
↓	
10	If possible divide the dose and give half into each side of the mouth