



EMERGENCY ANTI-SEIZURE MEDICATION ADMINISTRATION PROCEDURE (HEA-P003)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process to safely provide care and, if necessary, administer emergency anti-seizure medication for students experiencing a seizure during school hours.

2.0 RESPONSIBILITY:

- 2.1 School Nurse
- 2.2 Volunteer Trained Employees
- 2.3 District Registered Nurse

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

3.0 APPROVAL AUTHORITY:

- 3.1 Safety and Health Director

4.0 DEFINITIONS:

- 4.1 Diastat – a gel preparation for diazepam used for the treatment of seizures, cluster or prolonged, administered in accordance with physician orders, to stop a seizure. **Diastat is not to be used more than 5 times a month and/or more than once in 5 days, according to manufacturer dosing recommendations.**
- 4.2 Volunteer Trained Employee – CMCSS personnel who have volunteered, under no duress or pressure, and have been properly trained to administer emergency anti-seizure medication, including Diastat, to a student in an emergency situation based on student's Seizure Action Plan (SAP) (Refer to [HEA-F120](#)) and Authorization for Medication to be Taken During School Hours (Refer to [HEA-F062](#)).

5.0 PROCEDURE:

- 5.1 A written authorization for Diastat to be administered in the school setting must be completed by parent/guardian and student's treating healthcare provider, prior to administration of the medication. Refer to HEA-F062.
- 5.2 The medication authorization is valid for the entire school year in which it is granted, unless rescinded in writing.
- 5.3 The medication must be brought to the school by the parent/guardian in an original package with the dosage locked in by the dispensing pharmacy with a prescription label affixed with a valid expiration date. Students may not transport Diastat under any circumstance.
- 5.4 While the parent/guardian is still present, the nurse will verify that the green ready seal is visible and correct dosage is locked into place and visible in the window. If the green ready seal has not been locked, the medication is returned to the parent/guardian, and it



EMERGENCY ANTI-SEIZURE MEDICATION ADMINISTRATION PROCEDURE (HEA-P003)

Clarksville-Montgomery County School System

is their responsibility to return to the pharmacy with the medication to have the seal and dosage locked into place.

- 5.5 The parent/guardian will be notified at least one month prior to expiration of medication and informed of the need to deliver new medication to the school. Refer to [HEA-F089](#). The parent/guardian must replace expired medication prior to the expiration date. If the medication is not replaced, the expired medication will not be given, and 911 will be called, based on criteria for use of the emergency anti-seizure medication.
- 5.6 In the event of a seizure requiring anti-seizure medication, if the school nurse, or volunteer trained employee(s) is not available or is unable to administer the emergency anti-seizure medication, school personnel will call 911 at the onset of seizure activity or as directed on the SAP.
- 5.7 In the event of any seizure, the initial response involves the following:
 - 5.7.1 Keep calm –let seizure run its course
 - 5.7.2 Call school nurse, or Volunteer Trained Employee(s), and the student's parent/guardian
 - 5.7.3 DO NOT attempt to restrain the student or force objects between the teeth
 - 5.7.4 Ease child to the floor if possible and remove objects from immediate area which may cause injury
 - 5.7.5 Turn student on side to prevent aspiration or choking
 - 5.7.6 Loosen tight clothing and place something soft and flat under the student's head
 - 5.7.7 Time the seizure and observe the seizure pattern (such as number of seizures clustered together, nature of movements, and level of consciousness)
 - 5.7.8 Determine if emergency anti-seizure medication is required, according to SAP and physician orders.
- 5.8 If emergency anti-seizure medication is given, school personnel will call 911.**
- 5.9 School nurse, or volunteer trained employee, will administer the medication according to the SAP and physician's orders. This may be at the first sign of seizure, or if the seizure lasts for a number of minutes determined on the SAP and physician orders.
- 5.10 Diastat will be administered according to manufacturer's guidelines, and as directed in Diastat Training Class (Refer to [HEA-F094b](#)).
- 5.11 Following seizure activity, remain with the student, and provide reorientation and reassurance as appropriate, until arrival of EMS and/or parents.



EMERGENCY ANTI-SEIZURE MEDICATION ADMINISTRATION PROCEDURE (HEA-P003)

Clarksville-Montgomery County School System

5.12 The school nurse or volunteer trained employee will document the seizure and the administration of Diastat on the Report of Administration of Diastat form. Refer to [HEA-F084](#).

5.13 Notify the building administration, school nurse, the student's parent/guardian, and the District Registered Nurse if Diastat is administered and 911 is called.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Emergency Anti-Seizure Medication Administration Policy [HEA-A012](#)
- 6.2 Seizure Action Plan [HEA-F120](#)
- 6.3 Authorization for Medications to be Taken During School Hours [HEA-F062](#)
- 6.4 Report of Administration of Diastat [HEA-F084](#)
- 6.5 Medication Expiration Notice [HEA-F089](#)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Seizure Individual Healthcare Plan	School Nurse Clinic	Current year plus two fiscal year	Shred	Secured office
Physician's Order for Diastat	School Nurse Clinic	Current year plus two fiscal year	Shred	Secured office
Report of Administration of Diastat	School Nurse Clinic	Current year plus two fiscal year	Shred	Secured office
Medication Expiration Notice	School Nurse Clinic	Current year plus two fiscal year	Shred	Secured Office

8.0 REVISION HISTORY

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
9/15/08		Initial Release
3/30/10	A	Rename procedure, insert new definition for Diastat and Volunteer "Trained" Employee, rewrite procedural flow
2/10/11	B	Added 2.3 to Responsibility, Changed Approval Authority from CHRO to Risk Manager/Safety Coordinator
9/5/12	C	Updated Responsibility Titles, Associated Documents



**EMERGENCY ANTI-SEIZURE MEDICATION
ADMINISTRATION PROCEDURE
(HEA-P003)**

Clarksville-Montgomery County School System

9/13/12	D	Updated Responsibility Titles, Removed 5.14
12/13/16		Updated department information.
6/10/20	E	Updates to 4.2, 5.1, 5.3, 5.6, 5.9, 5.10, 6.2, 6.3, 6.5, and 7.0.

*** * * E n d o f P r o c e d u r e * * ***