

TEMPORARILY AMENDED FOR COVID PANDEMIC:

Valid until April 2021

Standard Operating Procedures (SOPs) and competency assessment tool for the administration of rectal diazepam in epilepsy in community settings.

***All Staff required to use these Standard Operating Procedures MUST have received QCF level 2 or above training and been assessed as competent in each relevant procedure**

Author & Title	Assistant Director for Pharmacy and Medicines Management BCUHB Medicine Management Nurses				
Responsible dept / director:	Executive Director of Nursing Pharmacy and Medicines Management Local Authorities				
Approved by:	MPPP, DTG, Care and Social Services Inspectorate Wales (CSSIW), Domiciliary Care Forum and Care Forum Wales Area Nurse Directors Deputy Executive Director of Nursing				
Date approved:	November 2015 / June 2020				
Date activated (live):	November 2015				
Documents to be read alongside this document:	<ul style="list-style-type: none"> Standards of best practice and standard operating procedures for medicines management for all care settings final April 2020 Standard Operating Procedures (SOP's) for Domiciliary setting in North Wales Standard Operating Procedures SOP's) for Care Home setting in North Wales Dougherty L. & Lister S. (2011) The Royal Marsden Hospital Manual of Clinical Nursing Royal Pharmaceutical Society Professional Guidance on the Administration of Medicines in Healthcare Settings. (January 2019) The All Wales Guidelines for Delegation Health Education and Improvement Wales for Health and Social care (HEIW 2020) National Guiding Principles for Medicines Support in the Domiciliary Care Sector (ADSS Cymru 2019) COVID- 19 Medication administration training (HEIW 2020) 				
Date of next review:	April 2021				
Date EqIA completed:	Nov 15 (Overarching Policy MM01)				
First operational:	November 2015				
Previously reviewed:	Dec 2016	Feb 2019	April 2020		
Changes made yes/no:	yes	yes	yes		

Enhanced - Standard Operating Procedure for the administration of rectal diazepam in epilepsy in community settings

This specialised technique is a delegated task which will only be undertaken by HCSW or care workers on an individual patient/citizen/resident specific basis. This delegated task is not transferable and is only applicable for the duration of the specified treatment

Advice: -

It is very important to have an individual care plan describing the typical seizures that the person has and when the rectal diazepam is to be given.

- This procedure can only be carried out by designated staff who have received training and have been assessed as competent. These staff should be named in the individuals care plan and should be in full agreement to undertake the task using appropriate guidelines provided
- An ambulance – 999 must always be called.

Equipment:

- Prescribed medication – labelled with date of expiry and clearly labelled with person's name.
- Gloves

	Action	Rationale
1	Delegation of this task must be given by the nurse or manager caring for the patient/ citizen/ resident	Manager/ registered nurse remains responsible or the delegation
2	Assess the patient/ citizen/ resident according to their care plan for the need to administer rectal diazepam medication. PHONE 999 – EMERGENCY HELP MUST ALWAYS BE CALLED.	To ensure medication is only given if needed. To obtain medical help.
3	Before administering any prescribed medication, look at the patient/citizen/residents MAR or equivalent chart and check the following:- <ul style="list-style-type: none"> • The correct patient/citizen/resident and DOB • Correct medication is selected –name of medicine, dose and frequency • Date and time of administration • Expiry date • Allergy status 	<ul style="list-style-type: none"> • To minimise harm • Establish patient/citizen/residents identity • Ensure all products are fit for use with valid expiry date and not damaged (don't use if damaged) • Ensure patient/citizen/ resident is not allergic to the particular medicine
4	Assess the safety of the patient/ citizen/ resident and only move if there is a danger of injury to patient. Assess injuries sustained due to seizure	To prevent injury.

5	The person should be placed on their left-hand side with knees bent towards their chest (this may not be possible for some people)	This will mean that they are in the correct position to give the rectal diazepam.
6	Talk to patient / citizen/ resident. Explain and discuss the procedure with the patient/citizen/ resident and obtain verbal consent if possible Remove restrictive clothing and maintain their privacy and dignity.	To reassure the patient / citizen/ resident. To ensure that the patient/citizen/ resident understands the procedure and gives their valid consent if possible
7	Wash hands with bactericidal soap and water or bactericidal alcohol hand rub, apply apron and well fitted gloves.	To ensure the procedure is as clean as possible and minimise cross infection.
8	Check and prepare the medication according to the manufacturers' instruction. Remove cap from medication tube.	To prevent sharp edges causing trauma.
9	<ul style="list-style-type: none"> Gently insert the nozzle into the anus in a downward direction. Do not squeeze the tube at this point. If any resistance is felt withdraw and try again.	Safe insertion of the nozzle into the correct orifice.
10	<ul style="list-style-type: none"> Once inserted, press tube with thumb and index finger to empty its contents. Do not release pressure until the tube is withdrawn. Squeeze the person's buttocks together as the tube is removed and for 2 minutes after removal.	To administer medication and prevent backflow. To prevent seepage.
11	Remain with the person until the convulsion stops or medical help arrives.	To maintain safety and observe progress of convulsion. Maintain dignity re position of clothing.
12	Wrap the used container in paper and throw in rubbish bin.	Safe disposal of equipment.
13	Remove gloves and apron and dispose of them appropriately Wash hands thoroughly with soap and water and/or bactericidal alcohol hand rub	To reduce the risk of cross infection
14	Record the administration on the MAR charts and document in the patient/ citizen/ resident's care plan. Record result, dose and time given and any side effects in the care plan. Notify carers/ medical staff.	To maintain accurate records

Competence document for Care Workers, Healthcare Support Workers/Assistants for the administration of rectal diazepam in epilepsy in a community settings.

NB. Only staff nominated by manager may undertake this competence.

HCSW Name & Signature:

Base/ Area :.....Date

PRACTICAL ASSESSMENT

To be completed on at least 3 occasions with assessor

A signature **MUST** be obtained by the assessor for each element of the competence

The Healthcare Support Workers/Assistants/ Care Worker must achieve ALL outcomes before he / she can be deemed competent

		Witnessed practice			Assessors signature & Date
		1. Date	2. Date	3. Date	
1	Delegation of this task must be given by the nurse or manager caring for the patient/ citizen/ resident				
2	Ensure that the candidate assesses the patient/ citizen/ resident according to their care plan for the need to administer rectal diazepam medication. Ensure that emergency help is called PHONE 999 – EMERGENCY HELP MUST ALWAYS BE CALLED.				
3	Before administering any prescribed medication, look at the patient/citizen/residents MAR or equivalent chart and check the following:- <ul style="list-style-type: none"> • The correct patient/citizen/resident and DOB • Correct medication is selected –name of medicine, dose and frequency • Date and time of administration • Expiry date • Allergy status 				
4	Ensure that the candidate assesses the safety of the patient/ citizen/ resident and only move if there is a danger of injury to patient. Assess injuries sustained due to seizure				

5	Ensure that the candidate places the patient/citizen/ resident on their left-hand side with knees bent towards their chest (this may not be possible for some people)				
6	Ensure that the candidate talks to patient / citizen/ resident. Explains and discusses the procedure with the patient/citizen/ resident and obtain verbal consent if possible				
7	Ensure that the candidate washes their hands with bactericidal soap and water or bactericidal alcohol hand rub apply apron and well fitted gloves.				
8	Ensure that the candidate checks and prepares the medication according to the manufacturers' instruction. Remove cap from medication tube.				
9	Ensure that the candidate :- <ul style="list-style-type: none"> Gently insert the nozzle into the anus in a downward direction. Do not squeeze the tube at this point. If any resistance is felt withdraw and try again.				
10	Ensure that the candidate:- <ul style="list-style-type: none"> Once inserted, press tube with thumb and index finger to empty its contents. Does not release pressure until the tube is withdrawn. Squeezes the person's buttocks together as the tube is removed and for 2 minutes after removal. 				
11	Ensure that the candidate remains with the person until the convulsion stops or medical help arrives.				
12	Ensure that the candidate wraps the used container in paper and disposes in rubbish bin.				
13	Ensure that the candidate removes their gloves and apron and dispose of them appropriately Wash hands thoroughly with soap and water and/or bactericidal alcohol hand rub				
14	Ensure that the candidate records the administration on the MAR charts and documents in the patient/ citizen/ resident's care plan. Records the result, dose and time given and any side effects in the care plan. Notifies the carers/ medical staff.				

Assessor's name : Designation:

Signature Date:

Copy of completed competence document to be given to manager to file in personal file