

Epilepsy First Aid Procedure

This procedure implements the Medication Policy and outlines processes for managing epilepsy related medical emergencies.

BACKGROUND

This procedure has been written to comply with Regulation 13 of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2010 and will be regularly reviewed by the Pharmacy Adviser to comply with Young Epilepsy best practice, NICE guidance and changes in statutory provisions.

Contact Details

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Medical Centre Nurses	x220 or x228	
Boots Home Care Services	01293 550402	

PROCEDURE

Emergency Medication Kits - Residential Students

All residential students requiring emergency medication lines have these dispensed by Boots. They are stored on individual houses in locked medication cabinets. Each student has an Emergency Medication Kit bag.

The Emergency Medication Kit Bag is the responsibility of the Registered/House Manager/Assistant House Manager or designated care staff member in charge with respect to setting up/replenishing. Persons carrying out this activity must be fully medication trained (see flowchart below). It is essential that each kit contains a completed Emergency Medication Audit Sheet. Students who have frequent administration of emergency protocol lines must have backup stock.

If medication needs to be acquired in order to replenish kits these must be sourced as a matter of urgency from Boots. Contact the nursing team for prescription issue.

Kits must be sealed when handed over to staff taking the kit bag from the house. The seals used each bear a unique number. This should be recorded on the Emergency Medication Signing Forms.

The Emergency Medication Bag must be sent home during social leave. A copy of the emergency instructions from the front of the Young Epilepsy medication chart must be supplied. The contents of the kits must be checked regularly and at least before each half term break.

Emergency Medication Kits - Day Students

Day students will be issued with an Emergency Medication Kit Bag for their emergency medication. Setting up and replenishing kits must be carried out by fully medication trained staff familiar with the procedure or a nurse (see flowchart below). An Emergency Medication Audit Sheet must be kept in the bag and detail doses given and a current balance of medication in the bag. Nursing and/or Epilepsy First Aid trained staff will administer emergency medication and must be responsible for completing the Emergency Medication Audit Sheet. Fully medication trained staff familiar with the procedure or Nursing Staff must reseal the bags after use, carefully documenting remaining doses for the audit trail. The emergency medication bag is to be sent in with day students on a daily basis and stored in a locked cupboard/cabinet in school/FE. A record sheet for signing kits into and out of school/FE must be kept.

Where new medication stocks are required the designated request form must be completed and be sent home in the day student communication book. (See Day Student Administration Procedure)

Emergency medication to be administered off-campus

It is the responsibility of the senior member of staff accompanying a residential student off-campus to arrange for any prescribed emergency medication to be collected from the students house (or from school/FE in the case of day students).

The expiry date is to be checked when each kit bag is collected. Where the person collecting the kit(s) will be handing responsibility for the kit(s) to another member of staff, the transfer of accountability must be documented on the Emergency Medication Signing Forms in the area where ownership is transferred. Failure to use this form puts responsibility for the kit(s) with the person originally signing the kit out of the house.

In extreme circumstances where education staff cannot collect the kit in person from the house, the house shift leader can decide whether it is possible to deliver the kit to school/FE.

If the request is approved the kit must be signed out of the house register by the person delivering the kit and the kit must be signed into school/FE using the Emergency Medication Signing Forms in the area where ownership is transferred.

All Epilepsy First Aid trained staff accompanying a student off-campus must be aware of the prescribed emergency medication and the method of administration. The Emergency Instruction Card must be collected from the school/FE office and taken on the offsite visit. These cards will detail a volume and strength of all liquid formulations to be administered.

Students moving towards individual living can be risk assessed to carry their own emergency medication kits. Administration is still the responsibility of a designated Epilepsy First Aid competent member of staff accompanying the student.

The administration of emergency medication must be recorded on the emergency medication audit sheet in the emergency kit bag at the time of administration. Arrangement for the student medication administration record to be updated for both day and residential students is the responsibility of the member of staff administering the medication. This ensures an accurate audit trail.

Off campus administration of emergency medication must be reported to:

- The Registered/House Manager or Assistant House Manager or designated care staff member in charge
- Nurse shift leader in the NCEC Medical Centre

The administration of emergency medication when off campus for a period in excess of 24 hours should be recorded on the emergency medication sheet in the emergency kit bag at the time of administration. If the administration record is available at the time of administration this should also be completed. If not it must be updated when available. Where emergency medication is administered, the member of staff in charge of the visit must assess the emergency kit bag to see if it needs replenishing.

Kits used/opened must be checked on their return by the Registered/House Manager or Assistant House Manager or designated medication trained care staff member in charge and restocked if necessary in accordance with the procedure for Making Up and Replenishing Emergency Medication Kits. The Emergency Medication Audit Sheets must be completed and replaced inside the kit bag.

All students who are prescribed inhalers for emergency use should take these wherever they are on/off campus (please refer to the Asthma Inhaler Medication Procedure). Instructions to take these inhalers are included on the OFF SITE CARD.

All staff responsible for students with allergies who may require emergency adrenaline (Epipen, Anapen, Emerade), must ensure that students have access to their adrenaline device at all times both on and off campus. Staff must have undertaken the necessary training, provided by the nursing team, in relation to their use.

Emergency Instruction Cards

Every residential and day student has an emergency protocol attached to their EMIS record. Where no emergency protocol item is prescribed the record must say "None". Emergency instruction cards must be generated for every student. It is the responsibility of the Registrars to create and amend off-site cards. New off-site cards must be generated and distributed to the house and school/FE when amendments have been made. The Medical Records Administrator performs this function.

It is the responsibility of all staff to report any error on an emergency instruction card to the nurse shift leader as soon as the error becomes known.

Whenever a student is accompanied off-campus by staff, it is the responsibility of the senior member of this staff to ensure that each student's emergency instruction card is taken with them.

Emergency cards are to be kept:

- In school/FE
- On the student's house

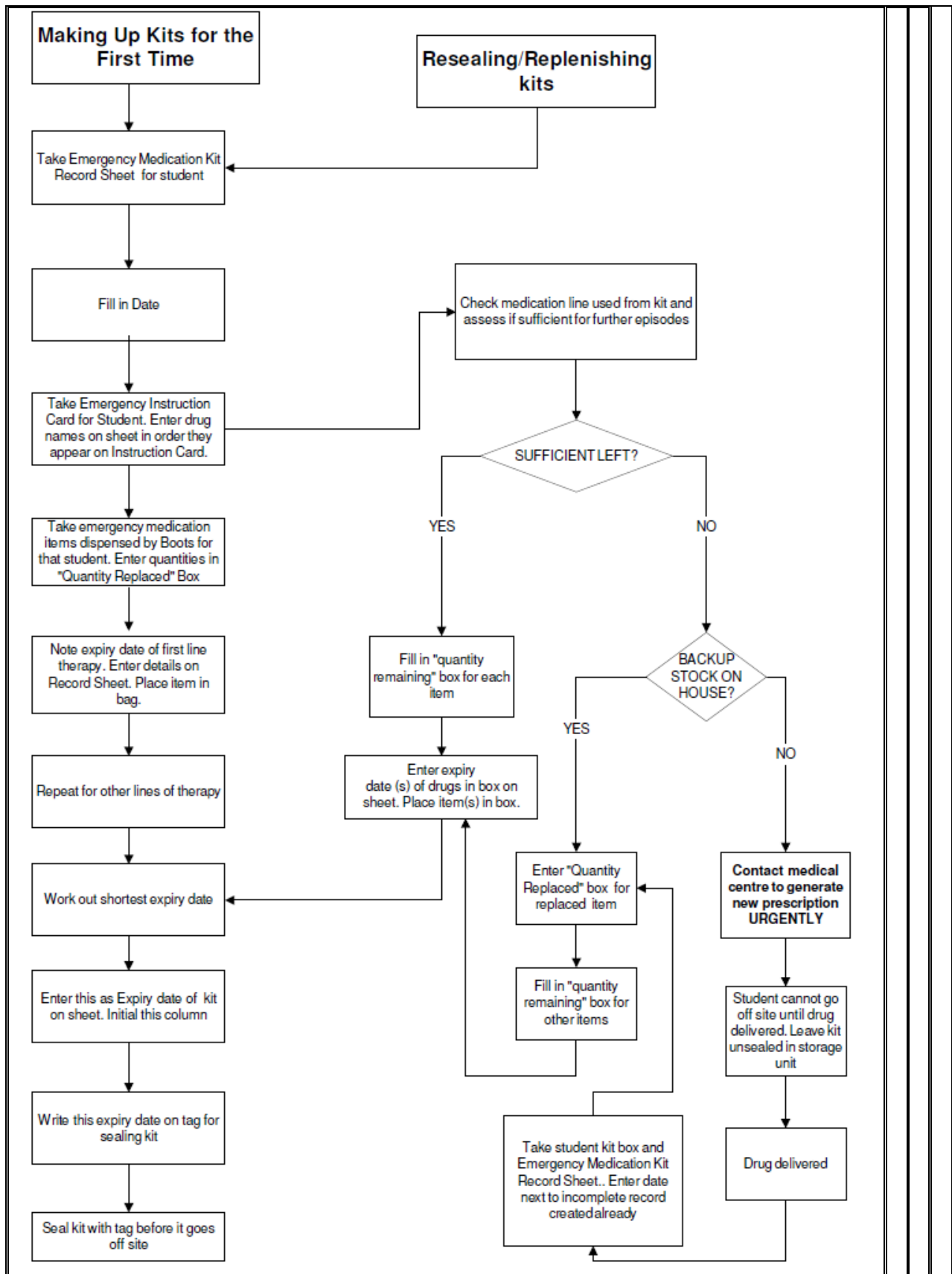
Staff accompanying students off-campus must take emergency cards from their box location and must ensure that they are returned to their original location as soon as the

students return to campus. If replacement emergency instructions cards are received into school/FE/residential houses, the students tutor/house manager should be notified and the changes to the protocol noted by all relevant staff. The old emergency instruction card must be destroyed.

It is important that these cards are not photocopied and that **ONLY** the originals are used to minimise error.

Replacement cards can only be issued after a period of 48 hours following the report of a missing card.

Procedure for making up and replenishing Emergency Medication Kits



Epilepsy First Aid Training

Epilepsy First Aid training procedures for staff who are in a position to accompany students off-campus.

It is essential that all staff, who are in a position to accompany students off-campus should undertake this course, but is not a compulsory requirement of any job.

It is essential that 2 members of staff qualified to administer epilepsy first aid accompany students off-campus, unless there are no students with epilepsy in the group. Where this is not possible a risk assessment for one trained staff member accompanying the student must be written.

Before any member of staff can be assessed to administer emergency medication they must:

- Have been in post for at least 3 months, although the Senior Care Team/Head of School/Head of College have authority to negotiate this policy.
- Nominated by their line/registered manager (e.g. House Manager) or Senior member of education staff.

Epilepsy first aid training delivered by the nursing team will be scheduled to occur once every half term.

It is the responsibility of line/Registered/House Managers to nominate staff for attendance at these training sessions.

A member of the nursing team will provide a lecture on and practical demonstration of the administration of epilepsy first aid. This will include the administration of all types of medication used to treat serial or prolonged seizures including buccal midazolam, rectal diazepam, paraldehyde and solid oral dose forms eg clobazam, chlormethiazole and psychiatric drug lines for elevated behaviours.

Training in completing the Emergency Medication Audit Sheet and information on sealing the Emergency Medication Kits will also be given.

A handout of the session is available via the virtual learning environment (Learn) on the intranet.

Trainees are required to complete a written examination paper at the end of the training session. This paper is marked by a member of the nursing team and must meet the standard deemed competent.

Proficiency in epilepsy first aid must be recorded in the register maintained by the Learning and Development Department.

It is the responsibility of the Heads of School and FE College and Registered/House Managers to ensure that the staff they line manage have their skills reviewed.

Review of Epilepsy First Aid proficiency

Those staff who have successfully completed the epilepsy first aiders course must have their competence reviewed annually. To refresh competency all staff must attend a refresher lecture and take and pass an Epilepsy First Aid test paper annually.

Failure to sit the annual refresher test within 8 weeks of expiry of competency will result in immediate withdrawal of authority to administer epilepsy first aid and full training will need to be arranged. Any epilepsy first aid administered without Young Epilepsy express authority is done so at that member of staff's own risk and is subject to Young Epilepsy disciplinary procedures.

This procedure is agreed by the Health Services Committee and will be implemented by all departments.

Signed:
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Director of Integrated Care

Date:

Date of next review: 1st December 2017