Guidelines for Medical Practitioners to write the Emergency Medication Management Plan (Rectal Valium)

When a child is prescribed an emergency medication by their treating doctor for the control of seizures this information should be contained in an Emergency Medication Management Plan (EMMP). The plan should be completed by the doctor who provides the epilepsy medical management or prescribes the medication.

This EMMP should be attached to the person’s Epilepsy Management Plan (EMP). Training for teachers and the child’s support network needs to be arranged against this plan. Training can be provided by your local Epilepsy Australia member organisation. You can locate template plans and find your local epilepsy organisation by visiting: www.epilepsysmartschools.org.au

Prescriber to complete:

Rectal Valium Management Plan for (name):

Date:  
Date of birth:  
Administration method: Rectal  

1. FIRST DOSE Rectal Valium

First dose =  mg

For single seizures:
- As soon as a seizure type begins
- If the seizure type continues longer than mins

For clusters of seizures:
- When number seizure type occurs within mins hrs
- Other (please specify):

Special instructions:

2. SECOND DOSE Rectal Valium

Second dose =  mg

- Not prescribed OR
- If the seizure type continues for another mins following the first dose
- When another number seizure type occurs within mins hrs
- Other (please specify):

Special instructions:

3. Maximum number of Rectal Valium doses to be given in a 24-hour period

Maximum number:

4. Dial 000 to call the ambulance:

- Prior to administering Rectal Valium
- If the seizure has not stopped mins after giving the Rectal Valium
- Other (please specify):

continued overleaf
5. Describe what to do after Rectal Valium has been administered:

- This information will be very specific to the child with epilepsy and the way they usually recover from their seizures. It is helpful if the doctor can specify how long it is necessary to supervise the child after the emergency medication has been administered.

6. Prescribing doctor or specialist

<table>
<thead>
<tr>
<th>Name of doctor:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone:</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td>Insert jpeg here</td>
</tr>
</tbody>
</table>

7. Family/carers to complete

- Any special instructions e.g. storage of medication, when on outings etc. or people to contact if emergency medication is given.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Relationship:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone:</td>
<td>Date:</td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td>Insert jpeg here</td>
</tr>
</tbody>
</table>

Recommended RECTAL VALIUM storage information:

- Keep out of reach of children
- Protect from light and store at room temperature (below 25° C)
- Regularly check the expiry date.

6. Epilepsy Medical Practitioner who has prescribed the emergency medication

- Ensure this section is signed and dated by the prescribing doctor. It is also useful to include a contact telephone number to be used if any of the doctor’s instructions need clarifying.
- It is recommended that the EMMP is updated yearly.

7. Family/Carers to complete

- Include other specific instructions in this section e.g. information about storage and safe transporting of medication outside the home (use an insulation pack in hot weather), for outings, school events, school camps or people to contact if the emergency medication has been administered. It is also helpful if the family member or support person who has the greatest involvement with the child’s epilepsy completes this section with their name, signature, date and relationship to the person with epilepsy.

Other considerations about emergency medications

- Are there any school, workplace, or government department policies or guidelines in relation to administering an emergency medication for the control of seizures?
- Who is responsible for ensuring the plan is completed and regularly reviewed?
- Who checks the expiry date of the medication?
- Who is responsible for ensuring the person has a current script for the emergency medication and an ongoing supply?
- Who has a copy of the plan and where is it located?
- Where is the emergency medication stored? List all locations.
- Remember to record the date/time/dose of all emergency medication administered.