

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

When someone is prescribed an emergency medication by the treating doctor for their epilepsy 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. The Epilepsy Foundation has plans which can be accessed via [www.epinet.org.au](http://www.epinet.org.au).

This EMMP should be attached to the person's Epilepsy Management Plan.

This document forms the basis of client-specific training in the administration of the emergency medication for epilepsy by the Epilepsy Foundation. You can locate your local epilepsy organization to arrange training by telephoning 1300 852 853.

## Prescriber to complete:

Rectal Valium  
Date:

### Date of plan

Document date plan completed.

### Date of Birth

Ensure the person's full name and date of birth is correct.

### Administration method

The preferred route of administration from the options available.

1. FIRST DOSE  
First dose:

### 1. Give first dose

- You must write out the first dose of the emergency medication in full e.g. 5mg in 1ml
- For single seizures: select the preferred option by ticking the appropriate box. You must state for which seizure the medication is to be given e.g. tonic clonic and when it should be given e.g. if the seizure continues for 5 minutes or longer.
- For clusters of seizures: it must be specified how many seizures are to have occurred before the first dose is administered or write other specific instructions.

2. SECOND DOSE  
Second dose:

### 2. Give second dose

- If a second dose is authorized write out the second dose of emergency medication in full e.g. 5mg in 1ml. Be specific about for which seizure type and at what time the dose is to be given in relation to the first dose.

Attach this document to your Epilepsy Management Plan if Rectal Valium is prescribed. This Emergency Plan should be completed by the prescribing doctor in consultation with the person and/or their family or carer. It must be attached to their epilepsy management plan which has been signed by their doctor. The Epilepsy Foundation recommends this plan be reviewed and signed by the person's doctor annually.



## Emergency Medication Management Plan Rectal Valium (only to be administered by a trained person)

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) occur/s 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) occur/s within \_\_\_\_\_ mins \_\_\_\_\_ hrs following the first dose

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 \_\_\_\_\_ minutes after giving the Rectal Valium

Other (please specify): \_\_\_\_\_

3. Maximum number of emergency medication doses in a 24 hour period

### 3. Specify number of emergency medication doses in a 24 hour period

- Specify how many doses can be given in a 24-hour period. This section is often overlooked but is very important. Maintaining seizure and medication records is vital, especially when people on emergency medication orders move from home to school or day placement and back again or when staff change shifts.

4. Dial 000 to call the ambulance

Prior to administering Rectal Valium

### 4. Call an ambulance

- Clearly indicate when to call an ambulance by selecting the appropriate option and or write specific instructions when selecting "other".

## 5. Describe

### 5. Describe what to do after emergency medication has been administered

- This information will be very specific to the person 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 someone after they have been given an emergency medication for epilepsy.

## 6. Prescriber

Name of

### 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 instruction need clarifying.
- It is recommended that the EMMP is updated yearly.

## 7. Family

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### 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 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 person's epilepsy completes this section with their name, signature, date and relationship to the person with epilepsy.

<b>5. Describe what to do after Rectal Valium has been administered:</b>	
<b>6. Prescribing doctor or specialist</b>	
Name of doctor:	
Telephone:	Date:
Signature Insert jpeg here	
<b>7. Family/carers to complete</b>	
<i>Any special instructions e.g. storage of medication, when on outings etc. or people to contact if emergency medication is given.</i>	
Name:	Relationship:
Telephone:	Date:
Email:	
Signature Insert jpeg here	
<b>Recommended RECTAL VALIUM storage information:</b>	
<ul style="list-style-type: none"><li>Keep out of reach of children</li><li>Protect from light and store at room temperature (below 25° C)</li><li>Regularly check the expiry date.</li></ul>	

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### Other considerations about emergency medications

- Are there any workplace, school or health care agency policies in relation to administering an emergency medication for epilepsy?
- 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.

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