

Title of Document	Buccal Midazolam
Name of Department	Clinical Team

What type of document is this?	Work Instruction (WI)	This is a simple guide to follow in order to complete a particular task	
Which Helping Hands policy/SOP does this WI relate to?	N/A	Index number of policy/SOP	N/A

Which Operational Priority/Priorities does this document link to?	Governance Framework	Superior Client Care	People, Performance & Culture	Business Growth

Custodian of document	Clinical Team	Committee/Group responsible for this document	Governance Committee
Approval date and committee chairperson signature	21.06.23	When is its next scheduled review?	21.06.26

Who does it apply to?	All staff at the facility / All staff working with clients					
	Does it apply to bank workers?	Yes	Does it apply to agency staff?	No	Does it apply to third party contractors?	No

Purpose of the Work Instruction	To ensure that all staff who work with customers have competency and knowledge to deal with Buccal Midazolam
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Buccal Midazolam Work Instruction

1.0 Purpose

Buccal Midazolam is a drug used in the control of epileptic seizures. Buccal indicates that the drug is delivered via the buccal route; into the buccal pouch between the cheek and the lower gum of the mouth. This is also known as the 'oromucosal route'. Midazolam is the name of the drug, which is a benzodiazepine and it is only available on prescription,

2.0 Process

- 2.1 Follow the customer's Epilepsy Treatment Plan which gives guidance as to when Buccal Midazolam should be administered in the event of an epileptic seizure. Unless otherwise stated, this should be after 5 minutes of a Tonic Clonic seizure or if there are repeated cluster seizures.
- 2.2 Refer to the administration directions depending on whether the customer is prescribed Buccolam® or Epistatus®
- 2.3 Check the dose and expiry date prior to administration.
- 2.4 Administer half of the medication slowly into the buccal pouch between the cheek and the lower gum of the mouth to prevent the medication being swallowed and reduce the risk of choking and repeat on the opposite side with the other half. This is to speed up the absorption process.
- 2.5 Dial 999 for an ambulance following Buccal Midazolam administration
- 2.6 Dial 999 for an ambulance if unable to administer Buccal Midazolam for any reason.
- 2.7 Fully document the procedure in the customer's visit records notes and report each episode of seizure and administration of Buccal Midazolam to either the visiting care branch staff or the LICM.

3.0 Training

Sign off training can be achieved by the carer completing the online LMS Buccal midazolam module, it is recommended that the Epilepsy Awareness module is also undertaken, followed by training from the Regional Clinical Lead using the most up to date PowerPoint presentation and assessment followed by an observational competency, although this may be too difficult to facilitate, therefore the RCL must make a clinical judgement regarding competency.

Note – Equality Impact Assessments are not required for Work Instructions

What was the previous version number of this document?	Version 01	
Changes since previous version	Amendment to section 1.0 and terminology, changed 'logbook' to visit record notes – reviewed by Clinical team.	
Author of the document	Clinical Team	
Who was involved in developing / reviewing/ amending this work instruction?	Clinical Nursing Team	
How confidential is this document?	Public	Can be shared freely within and outside of Helping Hands

Associated Documents	Training & Competency Form – Access Care Planning Buccal Midazolam Sheet	
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