



Department: Human Resources  
Policy Number: HEA-A012  
Effective Date: 3/29/10

## ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

### EMERGENCY ANTI-SEIZURE MEDICATION ADMINISTRATION

According to the provisions of Tennessee Code Annotated, Section 49-5-415, school personnel of CMCSS, who volunteer under no duress or pressure and who have been properly trained by a registered nurse employed or contracted by CMCSS, may administer emergency anti-seizure medications, including diazepam gel (Diastat), to a student in an emergency situation based on that student's Seizure Individualized Health Plan (IHP) Refer to [HEA-F078](#).

If a school nurse is available, on site, and able to reach the student within the time limit for administration specified in the IHP, then the nurse shall provide this service to the student.

At least one (1) school employee is to serve as a witness on any occasion a CMCSS employee, either school nurse or trained volunteer, administers emergency anti-seizure medication during an emergency situation, unless a witness is not available within the time limit for administration specified in the IHP.

Training shall be conducted and repeated annually. In addition, competencies to administer emergency anti-seizure medications shall be documented in the personnel file of all volunteer school personnel.

All volunteers trained to administer emergency anti-seizure medications shall also be trained in cardiopulmonary resuscitation (CPR) consistent with guidelines of the American Heart Association. The RN performing the training will verify that the CPR status of the volunteer is current and consistent with guidelines of the American Heart Association prior to administering anti-seizure medication. The training to administer emergency anti-seizure medications will only be valid as long as the trained volunteer is CPR certified. At the time the CPR certification expires, the Diastat training certification expires as well. If the trained volunteer provides proof of CPR re-certification within one year of Diastat training, re-training will not be necessary at that time. It is the responsibility of the trained volunteer to schedule and attend CPR certification, and to provide proof of certification.

When the school nurse and/or trained volunteer determines the administration of diazepam gel is necessary, school officials shall immediately summon local emergency medical services to the school to provide necessary monitoring or transport to safeguard the health and condition of the student. The parent/guardian, Building Administrator, and District Registered Nurse shall also be notified immediately.

If there is not a nurse or volunteer available, or able, to administer the emergency seizure medication, then 911 or Emergency Medical Services will be called by school personnel. Diastat will not be sent on a field trip if there is not a trained volunteer available to administer. Nurses will not be sent on field trips for PRN medications. If there is not a trained staff member/volunteer available, call 911, if needed.

Emergency Medical Services will make the decision whether or not to transport the student.

Trained volunteer school personnel or school nurse administering emergency anti-seizure medications under this subsection, any registered nurse who provides training to administer such

medications and any local board of education or governing board for a non-public school authorizing the same shall not be liable in any court of law for injury resulting from the reasonable and prudent assistance in the administration of such medications, if performed pursuant to the policies and guidelines developed by the Departments of Education and Health and approved by applicable regulatory or governing boards or agencies.

Prior to administration of an emergency anti-seizure medication to a student by trained volunteer school personnel or a school nurse in an emergency situation, the student's parent or guardian shall provide the school with written authorization from parent or guardian, and the student's treating healthcare provider, for Diastat to be administered during school hours.

Prior to its date of expiration, the prescribed medication shall be supplied to the school in its original package with the dosage locked in by the dispensing pharmacy. The parent and nurse should verify that the correct dosage is visible in the display window and the green "ready" band is visible.

The written authorization to administer emergency anti-seizure medication shall be effective for the entirety of the school year in which it is granted.

At least one (1) month prior to the expiration date of each medication, the school nurse or administrator shall inform the student's parent or guardian of the expiration date, and the need for a new anti-seizure medication in the original package with the dosage locked in by the dispensing pharmacy with an intact label and a valid expiration date. Refer to [HEA-F089](#).

**Diastat is not to be used more than 5 times a month and/or more than once in 5 days, according to manufacturer dosing recommendations. In instances that are an exception to this rule, 911 or Emergency Medical Services will be called by school personnel.**

A student's parent or guardian, who has given the student's school written authorization to administer emergency anti-seizure medication, shall, in accordance with the student's IHP, notify the school administrator or school nurse if emergency anti-seizure medication or prescription or over-the-counter medicines are administered to the student at a time at which the student is not present at school. Such notification shall be given after administration of medication, before or at the beginning of the next school day in which the student is in attendance. If applicable, the school administrator or school nurse will notify the bus driver and/or bus aide of administration of anti-seizure medication. The school system will not be held liable for any adverse reactions that a student has, especially when knowledge of new medications or Diastat that are given at home is not shared with the school nurse or school administrator by the first day the student returns to school following home medication administration. Refer to [HEA-F093](#).

#### **ASSOCIATED DOCUMENTS**

T.C.A. 49-5-415

Diastat Administration Procedure [HEA-P003](#)

Seizure Individual Healthcare Plan [HEA-F078](#)

Anti-Seizure Emergency Medication Administration Guidelines [HEA-G004](#)

Medication Expiration Notice [HEA-F089](#)

Notification of Parent-Administered Medication Outside of School Hours [HEA-F093](#)

**Revision History:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
3/29/10		Initial Release
2/10/11	A	Added "school nurse" to first sentence of 9 <sup>th</sup> paragraph, Added wording "In instances that are an exception to this rule,"
4/9/2012	B	Deleted "American Red Cross" references
9/17/12	C	Update Associated Documents: Deleted form HEA-F088, Added Guide HEA-G004, change nurse supervisor to district registered nurse.
8/11/14	D	Added the word "trained" to first full paragraph on page two; added sentence to last paragraph regarding notification to bus driver and/or bus aide of anti-seizure medication; updated logo
4/1/15		Reviewed, no changes
3/21/16	E	Removed reference to HEA-F083.
1/23/17	F	Paragraph seven, Diastat instructions added.

**\*\*\* End of Policy \*\*\***