

ATTACHMENT 2

Enrolment checklist for children prescribed midazolam

Epilepsy Medication Management Plans

<https://www.epilepsyfoundation.org.au/epilepsy-management-plans/>

A risk minimisation and communication plan is completed in consultation with parents/guardians prior to the attendance of the child at the service, and is implemented, including following procedures to address the particular needs of each child prescribed midazolam.

Parents/guardians of a child prescribed midazolam have been provided with a copy of the service's *Epilepsy Policy* and *Dealing with Medical Conditions Policy*.

The Emergency Medication Management Plan (EMMP) and Epilepsy Management Plan (EMP) of the child is completed and signed by the child's registered medical practitioner and is accessible to all staff before the child attends

A copy of the child's EMMP is included in the child's midazolam kit (refer to *Definitions*).

The midazolam kit (within a visible expiry date) is available for use at all times the child is being educated and cared for by the service, and includes a picture of the child.

Midazolam is stored in an insulated container (midazolam kit), in a location easily accessible to adults but inaccessible to children, and away from light (cover with aluminium foil) and direct sources of heat.

All staff who are trained in the administration of midazolam for a particular child, are aware of the location of each midazolam kit and the location of each child's EMMP.

Staff have undertaken The Epilepsy Foundation training, which includes strategies for epilepsy management, risk minimisation, recognition of seizures and emergency first aid treatment. Details regarding attendance at this training are to be recorded on the staff record (refer to *Definitions*).

Staff have undertaken practise with a mock midazolam ampoule at some time in the last 12 months. Details regarding participation in practice sessions are to be recorded on the staff record (refer to *Definitions*).

A procedure for first aid treatment for seizures is in place and all staff understand requirements (refer to Attachment 1).

Contact details of all parents/guardians and authorised nominees are current and accessible.