These Administrative Guidelines are issued to provide guidance to the Administration and staff regarding the use of Diastat (Rectal Valium Gel) in a school setting. Because orders for Diastat (Rectal Valium) are becoming more frequent, it is important to review the following guidelines regarding the use of this drug.

1. Diastat, as per instructions on the drug package insert, is given under very specific circumstances:

   Diastat should only be administered by caregivers who in the opinion of the prescribing physician 1) are able to distinguish the distinct cluster of seizures (and/or the events presumed to herald their onset) from the patient's ordinary seizure activity, 2) have been instructed and judged to be competent to administer the treatment rectally, 3) understand explicitly which seizure manifestations may or may not be treated with Diastat, and 4) are able to monitor the clinical response and recognize when that response is such that immediate professional medical evaluation is required. ([www.diastat.com/pdfs/XcelDiasPL.pdf](http://www.diastat.com/pdfs/XcelDiasPL.pdf))

2. Procedures are already in place for the processing of requests to administer medications (Policy No. 201 Use of Medications).

3. The administration of Diastat cannot be delegated to non-health professional staff because of the need for extensive assessment before and after administration. Only the school nurse and/or a licensed health care professional may administer Diastat. When there is not a school nurse and/or a licensed health care professional present, such as on school trips, on school buses, or not present in the building, the first aid procedure is to be followed.

4. First aid procedure requires school staff to call 911. Calling 911 is required whether or not there is an order for Diastat.

5. The District shall provide training for staff in the procedures required for using the first aid procedure and for the use of Diastat as well as training for identifying and addressing students with seizure disorders and any other diagnoses for students requiring health plans or Chapter 15 agreements.

6. As with any request for the administration of medication/treatment, the school nurse and the licensed health care professional must do a careful review of the medication prescription required in Policy No. 210. It is essential to contact the prescribing physician to discuss the use of Diastat in a school setting, on school trips, or on a school bus when there is no health professional present. While Diastat is FDA approved, it is not listed in the PDR Electronic Library. If the package insert is not available, a copy can be viewed at [www.diastat.com](http://www.diastat.com).

7. Diastat shall be stored in the manner of prescription medication as set forth in Policy No. 210. If the prescription medication is stored on a school bus, the medication shall be stored in a secure manner.
8. The above Administrative Guidelines for the use of Diastat (Rectal Valium Gel) in a school setting unless otherwise modified or amended by subsequent Administrative Guideline or Board Policy, shall be effective as of March 24, 2015.