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**Medication Administration Program (MAP)**

**Advisory**

TO: Executive Directors

 *Caring Together* Contract Agencies and DMH Adult Programs

FROM: Sandra Brown

 Director, DMH MAP

 Carminda Jimenez

 DCF MAP Liaison

DATE: June 26, 2014

RE: Use of Diastat In DPH MAP Registered DMH/DCF Youth, and DMH Adult Programs

MAP certified staff are allowed to administer Diastat via the Diastat Rectal Gel delivery system in MAP registered DMH Adult and DMH/DCF Caring Together programs provided the protocol listed below is followed:

1. All MAP regulations and policies apply to the administration of Diastat Rectal Gel.
2. The MAP Certified staff is trained in the use and administration of the Diastat Rectal Gel at least annually and whenever there is a change in the Health Care Provider (HCP) order for Diastat Rectal Gel and/or a change in the individual’s seizure protocol.
3. The MAP certified staff is designated capable to administer Diastat Rectal Gel in accordance with each individual’s valid HCP order and Individualized Seizure Protocol.
4. The MAP certified staff receives competency training from; the program’s Nurse Monitor, MAP Consultant, (RN, MD, Pharmacists, Physician Assistant), or as appropriate a VNA RN.
	1. An LPN, as designated by the program’s Nurse Monitor or MAP consultant, who is

 able to demonstrate initial and continued competence, may provide annual training.

* 1. The determination of MAP certified staff’s competency is solely the decision of the trainer.
1. A second staff person is present at the time of administration, if at all possible.
2. A current, valid Health Care Provider (HCP) order for the individual is secured,

authorizing the administration of Diastat Rectal Gel, and includes an Individualized Seizure protocol signed and dated by the HCP that includes

* 1. Specific parameters for administration
	2. Specific target symptoms for which the medication is to be administered are sufficiently clear so that staff are not performing a clinical assessment
	3. An emergency procedure to follow once Diastat is administered, including a specific directive to contact 911, the Health Care Provider (HCP), other parties to be notified and the parameters around contact
	4. The signed and dated HCP order and seizure protocol for the individual is readily accessible to staff and a copy of each is maintained in the individual’s record/file
1. The training curriculum used by a program to train the MAP certified staff is consumer specific and includes:
	1. The individual’s HCP orders and individualized seizure protocol.
	2. Information regarding side effects and drug interactions and what to do if observed.
	3. Information regarding proper storage, disposal, countable substance procedures, and procedure for checking the medications expiration date.

*Note: General information about the use of Diastat Rectal Gel and instructions for correct technique used to administer Diastat Rectal Gel to children and adults is available on the Diastat web site – http://diastat.com/. The web site contains many helpful resources including illustrations, and printable documents.*

1. MAP certified staff qualifications to administer Diastat Rectal Gel include:
	1. Current MAP and CPR/First Aid certified
	2. Demonstrated competency taking Vital Signs
	3. Successful completion of training in care of individuals with seizure disorders
	4. Completed an individual specific training to administer Diastat Rectal Gel and is determined competent.
2. A current list of MAP certified staff approved to administer Diastat Rectal Gel is maintained at each program site and readily accessible and includes.
	1. Name of MAP Certified staff competent to administer Diastat Rectal Gel
	2. Name, credentials and contact information of the trainer and date the trainer determined competency.

* 1. A complete set of written and/or audio visual materials used to train staff is maintained at the program site.