

Date training request submitted: \_\_\_\_\_ Student Name: \_\_\_\_\_

### Training Request Process Overview

Nursing Support Services (NSS) offers training for non-medical school staff in how to provide physician/provider-ordered seizure rescue interventions to students in kindergarten through grade 12. This physician/prescriber's order must have been dated within the previous 12 months.

NSS offers training for non-medical school staff in how to:

- administer oral (buccal) lorazepam (Ativan)
- administer intranasal midazolam
- administer buccal midazolam
- use a Vagus Nerve Stimulator (VNS)

Parents/guardians are responsible for completing and reviewing the Seizure Action Plan with the school and the school staff. Following the NSS Seizure Rescue Intervention Training session (NSS training session), parents/guardians (in collaboration with the student's physician/prescriber) are responsible for ongoing communication to schools.

**The process for requesting the NSS training session has 3 steps (see below), and the checkboxes for all three steps must to be ticked in order for the request to be processed.**

Once all 3 steps have been confirmed and this form is complete, **fax it to 604-708-2127** or **email it to [nssreferrals@cw.bc.ca](mailto:nssreferrals@cw.bc.ca)**. Once this form has been received, an NSS Coordinator will contact you to coordinate an NSS training session with school staff. Seizure Rescue Intervention Training Requests Forms are processed in the order they are received.

If you have questions about training or completing this request form, please email [nssreferrals@cw.bc.ca](mailto:nssreferrals@cw.bc.ca).

### Step 1 Before submitting this request, confirm the following has been done

Tick each box below to confirm that each item has been completed. Each item must be completed **prior to submitting** this request form.

- The Seizure Action Plan and Medical Alert Information (SAP) form is **fully completed** and available at the school.
- The non-medical school staff who will be trained to provide the student's seizure rescue intervention(s) have been identified.
- An information sharing session with the parent/guardian, the non-medical school staff identified above, and the school administrator/case manager has been planned and will be completed anytime **prior** to the NSS training session. During this session, review:
  - the student's SAP.
  - the student's specific seizure behaviours.
  - when to provide the seizure rescue intervention(s).
  - how the student usually behaves after a seizure.
  - how the student usually responds to the seizure rescue intervention(s).
  - the student's specific rescue intervention(s) and dosage.
  - when to call parent/guardian and 911.

### Step 2 Complete the request for training

SCHOOL DISTRICT	NAME OF SCHOOL	
STREET ADDRESS	CITY	
PHONE NUMBER	FAX NUMBER	EMAIL

PRIMARY SCHOOL CONTACT	PHONE	EMAIL
NAME OF STUDENT	GRADE/DIVISION	

Seizure rescue intervention training is being requested for (check one or more):

- administration of lorazepam (i.e., Ativan)
- administration of intranasal midazolam
- administration of buccal midazolam
- use of a Vagus Nerve Stimulator (VNS)

Number of non-medical school staff who will be attending the NSS training session: \_\_\_\_\_

Training request is for (check all that apply):

- new/initial request for a student for whom NSS has not yet trained any non-medical school staff. When possible, please complete this training request only once staffing assignments have been settled.
- annual refresher for already trained non-medical school staff. When possible, please complete this training request only once staffing assignments have been settled.
- a change in student's rescue intervention/medication
- a change in route of midazolam administration (i.e. buccal to intranasal, or intranasal to buccal)
- a change in non-medical school staff working with student
  - number of staff already trained for this student \_\_\_\_\_
  - number of staff trained, but no longer working with this student \_\_\_\_\_

### Step 3 Confirm the following will be done before the NSS training session

Tick each box below to confirm that each will be completed prior to the NSS training session. These steps do not have to be completed prior to submitting this form, but they must be complete prior to the NSS training session.

- All staff attending the NSS training session will have completed the [Seizure Rescue Intervention for Non-Medical School Staff](#) module on the Learning Hub ([Sign-Up Instructions](#)). If the NSS coordinator arrives to provide training and the school staff have not completed the module, the NSS coordinator may have to reschedule for a future date.
- The information sharing session (planned in step 1) with the student's parent/guardian, the non-medical school staff and the school administrator/case manager will be complete prior to the NSS training session.
- The specific rescue intervention(s) and supplies will be available at the school for the NSS training session. This may be one or more of the following:
  - Lorazepam (Ativan) sublingual tablet(s) in a pharmacy labeled container/package with the student's name, the medication name, dosage, route of administration, indication for use, and expiry date.
  - Midazolam in a pharmacy labeled vial with the student's name, the medication name, medication concentration (must be 5mg/ml), dosage, route of administration, indication for use, and expiry date, and:
    - a 3 ml luer-lock syringe (no other size or type is acceptable) marked with the appropriate dosage (number of mls) prescribed for the student by drawing with a line or tape
    - a blunt needle to withdraw the medication from the midazolam vial.
    - a nasal atomizer (for intranasal administration only).
  - Vagus Nerve Stimulator (VNS) - the student's magnet.
- We have reached out to our local [Public Health Nurse](#) and/or [Epilepsy BC](#) to determine if they are able to provide general training on epilepsy, seizure first aid, and seizure safety for school staff. (Please note that this may not be available in all areas of the province).
- We have invited the parent/guardian to attend the NSS training session. Note: Parent/guardian attendance is encouraged but not mandatory.

Student Name: \_\_\_\_\_

**Please note:** Non-medical school staff **cannot** provide the student's seizure rescue intervention(s) until they have attended **both** the parent/guardian information sharing session and The NSS training session. Until both sessions have been completed, the non-medical school staff who have previously been trained in seizure first aid (through a Public Health Nurse or Epilepsy BC, for example) and who have been to the information sharing session with the parent/guardian, may be able to provide basic seizure first aid as per the student's SAP, based on school district policies/directives.

**For NSS Office Use Only**

Date of NSS training: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Parent(s)/guardian(s) present at NSS training (if applicable): \_\_\_\_\_

NSS Coordinator who provided training (s): \_\_\_\_\_

Staff trained (names): \_\_\_\_\_

Was the training  Face-to-face or  Live virtual session

How long (in minutes) was the training session? \_\_\_\_\_

The training was for:

Standard Medication Order

Medical Exception Order (tick all that apply):

Buccal Midazolam

Timing of administration

Midazolam

Lorazepam

Submit completed form to Fax 604-708-2127 or email [nssreferrals@cw.bc.ca](mailto:nssreferrals@cw.bc.ca)