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# **Acacium Group**

# **Rectal Paraldehyde Administration**

**Procedure Reference | SOP MEDS 22**

**Version | V2.0**

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| <b>Procedure Name</b>                        | Rectal Paraldehyde Administration  |
| <b>Purpose of Document</b>                   | To ensure that the correct preparation, procedures & outcomes are achieved by implementing a consistent and systematic approach to rectal administration of medication   |
| <b>Target Audience</b>                       | All Nurses & appropriately trained carers  |
| <b>Version</b>                               | V2.0   |
| <b>Author</b>                                | Clinical Advisory Group  |
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| <b>Lead Director</b>                         | Karen Matthews-Shard   |
| <b>Review Frequency</b>                      | 3 yearly or when clinical or operation guidelines change   |
| <b>Last Reviewed</b>                         | May 2023   |
| <b>Next Review Date</b>                      | May 2026   |
| <b>Equality Impact Assessment (EIA) Form</b> | Acacium Group is committed to Equality, Diversity and Inclusion and in line with our values, we strive to ensure that everyone that is part of the Acacium community is not disadvantaged or discriminated against given their individual need or characteristics. To support this, an Equality Impact Assessment has been undertaken on this policy/procedure. This information is held centrally and can be requested from the Clinical Governance Team. |
| <b>About Acacium Group</b>                   | Details of all Acacium Group trading companies that this policy applies to are detailed within Appendix A  |

| Document History |          |                       |                         |
|------------------|----------|-----------------------|-------------------------|
| Version          | Date     | Changes made/comments | By whom                 |
| V1               | Mar 2023 | New SOP               | Clinical Advisory Group |
| V2               | Jan 2024 | Rebrand               | Clinical Advisory Group |
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## 1. Introduction

Rectal paraldehyde is a medication used in client's epilepsy seizure protocol to stop a seizure.

## 2. Aim

The aim of this SOP is that all incidents of administration of rectal paraldehyde is done in a safe consistent manner, ensuring the clients comfort at all times.

## 3. General

Paraldehyde is given as an enema. It is not licenced and is made up as a 'special medicine'.

Paraldehyde solution should be stored in its original container at room temperature, away from direct sunlight, heat and out of reach of children.

Once the bottle is open and dose drawn up the open bottle must be discarded and cannot be re-used. Any leftover paraldehyde should be returned to the local pharmacy to be discarded – do not discard within the home.

Possible side-effects of rectal paraldehyde are:

- some clients may have a rash or irritation around their rectum after administration
- Drowsiness
- Hypoventilation
- A client's breath may smell of paraldehyde for a few hours after treatment.

NB: DO NOT leave paraldehyde in the syringe for longer than 15minutes as the paraldehyde will melt the plastic.

The six rights: Prior to administering any medications it is important to consider the six rights:


- Right drug
- Right time
- Right dose
- Right route
- Right client
- Right to decline

As well as the six rights it is also important to consider the right position and the right documentation.

## 4. Equipment

- A sealed bottle of pre-mixed (50:50) rectal paraldehyde solution (50% paraldehyde and 50% olive oil)
- A plastic syringe and plastic tubing (quill, rectal tubing or equivalent)
- Lubrication gel
- Appropriate PPE

## 5. Procedure

| Action |  | Rationale  |
|--------|--|--|
| 1.     | Check identity of the Client   | To ensure correct person is receiving the medication   |
| 2.     | Before administering any prescribed drug, check that it is due and has not already been given. Check that the information contained in the MAR chart is complete, correct and legible. Check that the escalation process has been followed as per care plan and seizure plan   | To protect the client from harm (DH 2003)  |
| 3.     | <p>Prior to administering any medications, it is important to consider the six rights of medication administration (NICE 2017)</p> <ul style="list-style-type: none"> <li>• right drug</li> <li>• right time</li> <li>• right dose</li> <li>• right route</li> <li>• right client</li> <li>• right documentation.</li> </ul> <p>As well as the six rights it is also important to consider the right position and the right to refuse.</p> | <p>To ensure the client is given the correct drug in the prescribed dose using the appropriate diluent and by the correct route (DH 2003)</p> <p>To protect the client from harm (DH 2003)</p> |
| 4.     | As much as possible ensure privacy, this includes covering the body as much as possible, closing the doors to avoid onlookers etc.   | To avoid unnecessary embarrassment to the Client   |
| 5.     | Lay the client on the left side, with the knees flexed, the upper higher than the lower one, with the buttocks near the edge of the bed.   | To allow ease of passage of the suppository/enema into the rectum.   |
| 6.     | If able, place a disposable pad beneath the buttocks   | To avoid soiling of linen  |
| 7.     | Wash hands with soap and water or apply alcohol gel where available. Apply gloves  | To minimise the risk of cross-infection (DH 2007)  |
| 8.     | <p>Attach a quill (or equivalent) to the end of the plastic syringe</p>   | To aid drawing up and administration   |
| 9.     | Draw up the correct amount of paraldehyde (prescribed)   | To ensure the client has the correct dose administered   |
| 10.    | Smear lubricating gel onto the end of the quill (or equivalent)  | To lubricate the end and aid administration  |

|     |  |   |
|-----|--|---|
| 11. | Hold one buttock gently to the on side so you can see the anus   | To aid administration   |
| 12. | Gently push the quill (or equivalent) into the anus – then slowly push the plunger of the syringe until it is empty                            | To be able to administer the medication                         |
| 13. | Gently remove the quill (or equivalent) and hold the buttocks together gently for a few minutes to ensure that the solution does not leak out. |   |
| 14. | Remove and dispose of the equipment, wash hands  | To reduce the risk of infection                                 |
| 15. | Record the dose given on the MAR   | To meet legal requirements (DH 2003)                            |
| 16. | Observe the Client for any adverse reactions and record the end result i.e. seizure stopped  | To monitor for complications and/or additional seizure activity |
| 17. | Follow the client's seizure protocol:<br>e.g. give further dose after 5 minutes, or call 999 etc   | To ensure the safety of the client is maintained                |

## 6. Associated Policies / SOPs

### Policies

CLIN 03 Medicines Management Policy

CLIN 06 Consent Policy

### SOPs

SOP Meds 03 Rectal Administration

SOP Meds 09 Removal of Medicines from Client's Home

SOP Meds 18 Administration of Epi-pen, Anapen and Emerade

SOP Meds 20 Oxygen Therapy: Adult and Child

## 7. References

- NMC 2018 Guidelines for records and record keeping (this is updated version) Procedure no 4
- The Royal Marsden 2015 Manual of Clinical Nursing procedures 9th Edition (this is updated version)
- CQC Medicines training and competency in adult social care settings – this relates to appropriate training, support and competencies making care safe, high quality and consistent (Training is referred to in all SOP's)
- NICE Guidance NG67 Managing medicines for adults receiving social care in the community March 2017 – this relates to general medicines management and details all processes
- <https://www.evelinalondon.nhs.uk/resources/patient-information/administration-of-rectal-paraldehyde-to-children.pdf>

## Appendix A: About Acacium Group

Acacium Group consists of a number of trading companies, each providing services within core niche areas of the health and social care industries. Therefore, as this document is a Group Policy, the Policy herein applies to all trading companies detailed below:

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| <br>Part of Acacium Group | <br>Part of Acacium Group |
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