

Date: 22 January 2025
Our ref: K: FOI/Ref: 2025-000012
Email: NSS.DevServicesFOI@nhs.scot

Dear [REDACTED],

Freedom of Information Reference: FOI-2025-000012 – SPEN Buccal Midazolam Guidance.

I refer to your freedom of information request that we received on 19 December 2024 requesting the following information.

I'm hoping someone will be able to help please with a few questions I have on the SPEN Buccal Midazolam Guideline. <https://www.nn.nhs.scot/spen/wp-content/uploads/sites/28/2024/01/2023-09-30-SPEN-Buccal-Midazolam-Guideline-V1.0.pdf>

My questions are:

- **How were decisions made on the content of the guideline?**
- **Who was involved in the decision-making process?**
- **The guideline is due for review in September 2026, can you give any more detail on the timelines please and when the review will start and what it will involve?**

We have now completed the search of our records and can provide you with the following information:

- **How were decisions made on the content of the guideline?**

The SPEN Buccal Midazolam Guideline was developed by the Paediatric Epilepsy Nurse Specialists (PENS) and subsequently reviewed by epilepsy paediatricians, who contributed their expertise. This process was grounded in current evidence and the substantial clinical experience of the contributors. The Scottish Paediatric Epilepsy Network steering group, comprising paediatric neurologists, paediatric epilepsy nurse specialists, paediatricians, and third sector representatives, formally approved the guideline.

- **Who was involved in the decision-making process?**

The decision-making process involved paediatricians with an interest in epilepsy, paediatric epilepsy nurse specialists, paediatric neurologists, and representatives from the third sector. The guideline also went through the established governance for ratification.

- **The guideline is due for review in September 2026, can you give any more detail on the timelines please and when the review will start and what it will involve?**

Initially, the guideline is evaluated by a short-life working group, which initiates the review. The current process for reviewing a guideline commences approximately three months prior to the review date. This timeframe allows the group members to thoroughly examine the guideline, consider any new



Chair Keith Redpath
Chief Executive Mary Morgan

*NHS National Services Scotland is the common name of the
Common Services Agency for the Scottish Health Service*

evidence or experiences, and discuss potential modifications. Once the working group has completed their review and approved the guideline, it is then submitted to the SPEN Steering Group for final approval. Currently, a review of networks by the Scottish Government is underway, and the outcomes of this review may lead to changes in some of the processes we currently use.

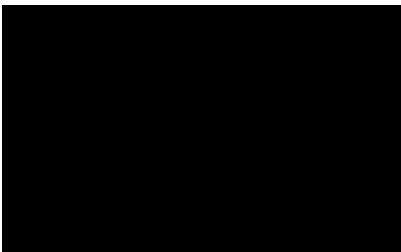
I trust you will find the information of assistance and if you require any further information, please do not hesitate to contact me.

If you are unhappy with any aspect of how we have dealt with your request, you can make representations to us asking us to review the handling of your request. Please write to the Associate Director Governance and Board Services (Board Secretary) at the email address nss.foi@nhs.scot within 40 working days of the date of this correspondence.

If after a review you are still unhappy, you also have the right to apply to the Scottish Information Commissioner, who can be contacted at Kinburn Castle, St Andrews, Fife, KY16 9DS, or via their [online application form](#).

If you have any queries about this letter, please contact me at the above address.

Yours sincerely,



Chair Keith Redpath
Chief Executive Mary Morgan

*NHS National Services Scotland is the common name of the
Common Services Agency for the Scottish Health Service*