

Overdose Prevention and Naloxone Policy and Procedures

I. PURPOSE

The purpose of this policy is to provide approved department(s) and staff with guidelines to administer naloxone to prevent, reduce, and respond to opioid overdose while engaging clients in the variety of service settings.

II. POLICY

It is the policy of _____ for trained staff to administer naloxone, in accordance with the California State Law and the County of San Benito's Health Officer's Standing Orders, to person suffering from a suspected opioid overdose at the earliest possible opportunity to minimize chance of overdose death.

III. DEFINITIONS

- A. EMS:** Emergency medical services (or EMS) is a service providing out-of-hospital acute care and transport to definitive care, to person with illnesses and injuries which the patient believes constitute a medical emergency
- B. Fentanyl:** Fentanyl is a synthetic opioid that is up to 50 times stronger than heroin and 100 times stronger than morphine. It is a major contributor to fatal and nonfatal overdoses in the U.S
- C. First Responder:** Someone designated or trained to respond to an emergency such as law enforcement, EMT's, firefighters
- D. Opiates:** naturally derived drugs from the poppy plant, such as heroin or opium
- E. Opioids:** Catchall term for prescription, synthetic, semi-synthetic, or natural opiate drugs
- F. Opioid Overdose:** an acute condition caused by the flooding of the opioid receptors in the brain by opioids which can cause decreased level of consciousness, respiratory arrest, or death.
- G. IN Naloxone:** Refers to the intranasal (IN) administration of naloxone, either from a nasal spray device (manufactured by Adapt, branded Narcan) 4 mg/ml



IV. ON-SITE Administration of IN Naloxone

A. _____ shall appoint a person responsible for naloxone. The responsibilities include:

1. Collaborating with local partners, San Benito County Opioid Task Force, to obtain naloxone
2. Choose key areas to store naloxone, ensuring temperatures do not exceed recommended range, and is not locked so as to be easily accessible to trained staff personnel to utilize in an overdose incident (e.g., naloxone to be kept with first aid kit)
3. Ensure naloxone doses are current and not past expiration date
4. Safely disposing expired naloxone doses
5. Ensure that authorized staff are adequately trained in overdose recognition, naloxone administration, and proper storage
6. Maintain naloxone use report/tracking form and log (see Appendix D template);
7. Upon naloxone administration by any personnel will notify San Benito County Opioid Task Force contact to meet state and grantor requirements
8. Replace naloxone that is damaged, unusable, expired, or used.

B. Each IN naloxone kit shall include:

1. Instructions for administration of naloxone (see Appendix E)
2. One box of Narcan nasal spray by Adapt (comes with two devices/doses)

C. Indications and Use

1. Trained staff shall check for responsiveness if person is believed to be suffering from an opioid overdose. Indications that a person is suffering from an opioid overdose includes but is not limited to:
 - a) *Pale or discolored fingernails, skin, or lips*
 - b) *Slow, shallow, stopped breathing*
 - c) *Cold, clammy skin*
 - d) *Heartbeat is slow or stopped*
 - e) *Unconscious/unresponsive to external stimulation such as sternum rub*
 - f) *Gurgling, vomiting, choking*
 - g) *Pinpoint pupils*
 - h) *Evidence of ingestion, inhalation, or injection*
2. Staff shall summon EMS by having another staff (if present) call 911 and communicate that a person is unconscious and in suspected overdose, and that naloxone is available to administer. Staff will stay together and assist with relay of instructions from the 911 dispatcher or have 911 dispatcher on speaker



3. Staff shall administer one dose of naloxone
4. If no response after two minutes and EMS response has not yet arrived, staff shall administer a second dose of naloxone until person begins breathing on their or has awakened, or until EMS arrives
5. Staff shall ensure accurate communication to EMS for proper patient record documentation
6. Supervisor notification should be made as soon as possible
7. Documentation by naloxone point person should be recorded and notification the San Benito County Opioid Task Force contact
8. IN Naloxone Kit used will be replaced as soon as possible

D. Maintenance, Storage, and Replacement of Naloxone

1. Staff who administer naloxone shall communicate with the naloxone point person to ensure naloxone is replaced as soon as possible
2. Used, damaged, unusable, or expired naloxone will be reported directly to the naloxone point person and replaced
3. Temperature storage:
 - a) *IN Narcan spray store at 59-77°F, incursions permitted from 39-104°F*

V. OFF-SITE Administration of Naloxone

- A. Same as above: IV. ON-SITE Administration of Naloxone, with the exception that if alone staff must call 911 individually while responding to overdose incident

VI. Access to Naloxone by person served, when applicable

- A. Identifying clients who may benefit from overdose prevention/ naloxone training, when possible

1. Clients with opioid use disorder diagnosis
2. Clients with history of drug/substance use, opioid use, misuse, or dependence
3. Current opioid users
4. Past opioid use and recent release from jail, prison, detox, inpatient, hospital, or after any period of sustained abstinence
5. Friends or family members of any of the above

B. Educate client or person on naloxone

1. Educate on overdose risk
 - a) *Mixing of drugs*
 - b) *Tolerance changes*
 - c) *Risk of fentanyl*
2. Educate on naloxone information
 - a) *Only works on opioids, may not work on poly-drug OD*
 - b) *Wears off after 45-90 minutes, overdose may reoccur*



- c) *Naloxone cannot hurt a person*
- d) *Used to prevent an overdose death*
- 3. Encourage client to obtain naloxone. Options for obtaining include:
 - a) *Through pharmacy, most insurances cover all if not most of the cost (out of pocket can vary between \$75-115)*
 - b) *Free naloxone through mail at www.nextdistro.org/cachoice*
 - c) *Free training by appointment through San Benito County Opioid Task Force, contact sbcotf@cosb.us or call 831-637-5367*

VII. Tracking Naloxone Distribution and Reversal Reporting

Recording naloxone administration/reversal of suspected opioid overdose and reported to San Benito County Opioid Task Force is critical for state and grantor requirements. In addition, tracking and reporting allows for recording success of the naloxone program. Information should be tracked and logged by the naloxone point person.



Appendix A – CA Naloxone Standing Order



State of California—Health and Human Services Agency
California Department of Public Health



Naloxone Standing Order

Purpose

The purpose of this standing order is to help reduce morbidity and mortality associated with opioid overdose by facilitating the distribution and administration of Naloxone Hydrochloride (Naloxone). Naloxone is an opioid antagonist indicated for the complete or partial reversal of opioid overdose, including respiratory depression, induced by natural and synthetic opioids. It may be delivered intramuscularly with a needle or intranasally. Naloxone is indicated for emergency treatment of a known or suspected opioid overdose. It is not a substitute for emergency medical care.

This standing order authorizes:

Non-prescribing entities in California to distribute naloxone to individuals at risk of opioid overdose, their family members and friends, or other persons in a position to assist during an opioid-related overdose, who have completed an opioid overdose prevention and treatment training program.

The administration of naloxone received from the entity using this standing order to assist a person experiencing or reasonably suspected of experiencing an opioid overdose, by a family member, friend, or other person who has received opioid overdose prevention and treatment training from an opioid overdose prevention and treatment training program.

Authority

This standing order is issued pursuant to paragraphs (1) and (2) of subdivision (c) of Section 1714.22 of the California Civil Code, which allows a licensed health care provider authorized to prescribe an opioid antagonist to issue a standing order for the distribution and administration of naloxone.

Terms and Conditions

By submitting the online application form, the entity:

1. Certifies that the contact and location information provided on the online application form is correct.
2. Will ensure that any of its affiliates or subcontractors apply for their own standing order.
3. Agrees to allow the California Department of Public Health to contact the entity using the information provided on the application form.
4. Agrees to allow the California Department of Public Health to use the information provided on the application form to track the use of the standing order and conduct other public health and epidemiological surveillance activities.
5. Acknowledges that the standing order cannot be used to purchase or sell naloxone.
6. Agrees to ensure that entities and individuals receiving and administering naloxone receive opioid overdose prevention and treatment training as defined in this standing order.
7. Agrees to maintain and report information regarding the number of doses of naloxone distributed under this standing order at the time of renewal.
8. If known/available, agrees to maintain and report information upon renewal regarding the number of reversals which occurred using naloxone distributed under this standing order.
9. Agrees to re-apply for the standing order if there is a change in the information required on the online application form.
10. Agrees to maintain a copy of the standing order, which will include these terms and conditions.

Definitions

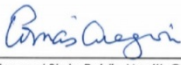
A. "Non-prescribing entities" means organizations that do not employ or contract with a medical provider that has a license to prescribe and can issue a standing order and provide oversight for the distribution and administration of naloxone.

B. "Opioid overdose prevention and treatment training program" means any program operated by a local health jurisdiction or that is registered by a local health jurisdiction to train individuals to prevent, recognize, and respond to an opiate overdose, and that provides, at a minimum, training in all of the following:

1. The causes of an opiate overdose.
2. Mouth to mouth resuscitation.
3. How to contact appropriate emergency medical services.
4. How to administer an opioid antagonist.

Additionally, the training program should include how to recognize an opioid overdose. An example of an "overdose prevention and treatment training program" that is registered with or operated by a local health jurisdiction includes, but is not limited to:

- [Administering Naloxone - CDPH training video](#)

 _____ Director and State Public Health Officer Signature	G 68687 _____ License Number
Tomás J. Aragón, MD, DrPH _____ Director and State Public Health Officer Name (printed)	
7/8/21 _____ Date	7/8/23 _____ Expiration Date

Applying Entity Standing Order Information

This Standing Order is issued for: San Benito County Public Health/Opioid Task Force

Physical Address: 351 Tres Pinos Rd., Suite A202, Hollister, CA 95023

Public Phone Number: (831) 637-5367

The entity agrees to all the terms and conditions specified in this Standing Order.

Expiration, Renewal and Review

This standing order will automatically expire two years from the date that it is signed. The standing order can be renewed by completing another online application form. This standing order should be reviewed carefully against the most current recommendations, and may be revised or updated if there is new information about naloxone administration.

Print



Appendix B – Local Naloxone Standing Order

San Benito County Emergency Medical Services and San Benito County Public Health Services
(SBC EMS/PHS)

STANDING ORDER TO DISPENSE NALOXONE HYDROCHLORIDE

Naloxone is indicated for treatment of opioid overdose. It may be delivered intranasally or intramuscularly. This standing order is current as of 9/28/17 and issued in accordance with Section 1714.22 of the California Civil Code.*

1. This standing order authorizes SBC EMS/PHS, to maintain supplies of naloxone kits for the purposes of distributing them in the community those at risk of an overdose or other potential bystanders.
2. This standing order authorizes SBC EMS/PHS to possess and distribute naloxone to Opioid Overdose Responders who have completed an overdose training and required documentation.
3. This standing order authorizes Opioid Overdose Responders, trained by SBC EMS/PHS to possess and administer naloxone to a person who is experiencing an opioid overdose.

Naloxone Dosage and Administration:

SBC EMS/PHS will train opioid users and their contacts in the use of naloxone for the reversal of opioid overdose.

Program participants must meet all of the following criteria:

- Current opioid users, individuals with a history of opioid use, or someone with frequent contact with opioid users;
- Risk for overdose or likelihood of contact with someone at risk, by report or history;
- Able to understand and willing to learn the essential components of Overdose Prevention and Response and naloxone administration.

An Overdose Prevention Educator from SBC EMS/PHS will complete the required documentation with an eligible participant and engage the participant in a brief (5-10 minutes) educational program about overdose prevention and response.

The educational program components will include:

- Overdose prevention techniques
- Recognizing signs and symptoms of overdose
- Calling 911
- Rescue breathing and/or chest compressions
- Naloxone storage, carrying, and administration
- Post-overdose follow-up and care


Upon completion of the educational component, naloxone will be dispensed to trained program participants who will carry and use naloxone to treat individuals experiencing an opioid overdose.

Order to dispense:

Upon completion of an Overdose Prevention Training, dispense at minimum:

- Two NARCAN® (naloxone HCl) 4mg/.1ml Nasal Spray or
- Naloxone: _____

Refills: To be provided to previously trained participants as needed. When individuals return for a refill, a short report will be taken and training refresher will be offered.

	G061251	12/06/2021
Physician's Signature and License No.		Date
George Gellert, MD, MPH, MPA		12/06/2022
Physician's Name (Print)		Order Expiration Date

Appendix C – Transfer Agreement





SAN BENITO COUNTY EMERGENCY MEDICAL SERVICES/PUBLIC HEALTH SERVICES
Naloxone Grant Transfer Agreement

Sub-recipient: <u>County of San Benito</u>	Date: _____
Department: _____	
Name: _____	Funding Source: <u>DHCS Naloxone Distribution Grant Program</u>
Address: _____	
City, State, Zip: <u>Hollister, CA 95023</u>	
Telephone: _____	

By executing this document, the parties agree to transfer management of the Naloxone grant listed below from the San Benito County Emergency Medical Services Agency (EMS)/San Benito County Public Health Services, to _____, subject to the terms and conditions set forth below.

Qty	Description
	Naloxone – 2 doses per carton

_____ agrees that it will abide by all local, state, and federal regulations included in and associate with the grant program utilized to purchase the above listed items. _____ agrees to follow the San Benito County Health Officer Standing Order to dispense Naloxone (see attached). _____ further agrees to submit the required documentation within 24 hours of the administration of Naloxone (see attached). _____ will replace the Naloxone when grant product expires or is depleted.

I am authorized to execute this agreement on behalf of:

San Benito County EMS
San Benito County PHS

Signature: _____
 Printed Name: _____
 Title: _____
 Date: _____

Signature: _____
 Printed Name: Mary White, Pharm D.
 Title: PHS Contractor
 Date: _____

Appendix D – Naloxone Tracking Document



San Benito County Emergency Medical Services (EMS) and Public Health Services (PHS)

NALOXONE DISTRIBUTION GRANT PROGRAM

Safe and Active Communities Branch, California Department of Public Health (CDPH)

Naloxone Distribution Tracking Documentation (non-first responder entities)

Name of Organization/Agency/Program	Number of naloxone doses received from SBC EMS/PHS	Date received

If your organization/agency/program administered any of the above naloxone doses, please provide the following information:

Date dose(s) administered:	Number of dose(s) administered	Was overdose reversed with naloxone?	Notes

Within 48 hours of administering naloxone, please fax this completed form to: San Benito County Public Health Services, attn: Mary White at 831-637-5367



Appendix E – IN Naloxone Administration Instructions

Instructions for Use NARCAN (nar' kan) (naloxone hydrochloride) Nasal Spray

You and your family members or caregivers should read the Instructions for Use that comes with NARCAN Nasal Spray before using it. Talk to your healthcare provider if you and your family members or caregivers have any questions about the use of NARCAN Nasal Spray.

Use NARCAN Nasal Spray for known or suspected opioid overdose in adults and children.

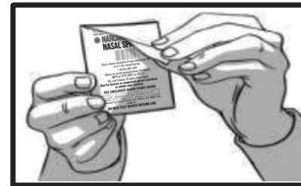
Important: For use in the nose only.

- Do not remove or test the NARCAN Nasal Spray until ready to use.
- Each NARCAN Nasal Spray has 1 dose and cannot be reused.
- You do not need to prime NARCAN Nasal Spray.

How to use NARCAN Nasal Spray:

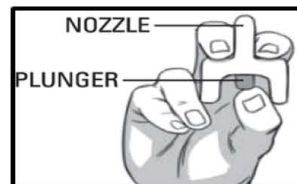
Step 1. Lay the person on their back to receive a dose of NARCAN Nasal Spray.

Step 2. Remove NARCAN Nasal Spray from the box. Peel back the tab with the circle to open the NARCAN Nasal Spray.



Note: NARCAN Nasal Spray freezes at temperatures below 5°F (-15°C). If this happens, the device will not spray. Get emergency medical help right away if this happens. Do not wait for NARCAN Nasal Spray to thaw. NARCAN Nasal Spray may still be used if it has been thawed after being previously frozen.

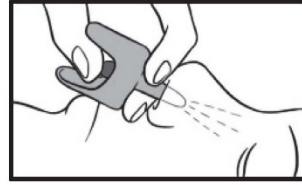
Step 3. Hold the NARCAN Nasal Spray with your thumb on the bottom of the red plunger and your first and middle fingers on either side of the nozzle.



Step 4. Tilt the person's head back and provide support under the neck with your hand. Gently insert the tip of the nozzle into **one nostril** until your fingers on either side of the nozzle are against the bottom of the person's nose.



Step 5. Press the red plunger firmly to give the dose of NARCAN Nasal Spray.

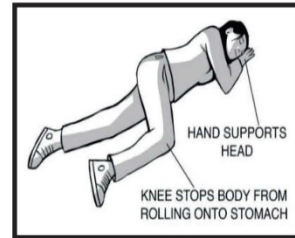


Step 6. Remove the NARCAN Nasal Spray from the nostril after giving the dose.

What to do after NARCAN Nasal Spray has been used:

Step 7. Get emergency medical help right away.

- Move the person on their side (recovery position) after giving NARCAN Nasal Spray.
- Watch the person closely.
- If the person does not respond by waking up, to voice or touch, or breathing normally another dose may be given. NARCAN Nasal Spray may be dosed every 2 to 3 minutes, if available.
- Repeat **Steps 2 through 6** using a new NARCAN Nasal Spray to give another dose in the other nostril. If additional NARCAN Nasal Sprays are available, Steps 2 through 6 may be repeated every 2 to 3 minutes until the person responds or emergency medical help is received.



Step 8. Put the used NARCAN Nasal Spray back into its box.

Step 9. Throw away (dispose of) the used NARCAN Nasal Spray in a place that is away from children.

How should I store NARCAN Nasal Spray?

- Store below 77°F (25°C).
- Excursions permitted up to 104°F (40°C).
- Do not freeze or expose to excessive heat above 104°F (40°C).
- Keep NARCAN Nasal Spray in the box until ready to use. Protect from light.
- Replace NARCAN Nasal Spray before the expiration date on the box.

Keep NARCAN Nasal Spray and all medicines out of the reach of children.

This Instructions for Use has been approved by the U.S. Food and Drug Administration.

Distributed by Adapt Pharma, Inc. Plymouth Meeting, PA 19462 USA.

For more information, go to www.narcannasalspray.com or call 1-844-4NARCAN (1-844-462-7226).

Issued: 08/2020

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