



## Naloxone Policy

### Purpose and Scope

To establish guidelines and regulations governing the utilization of naloxone nasal spray administered by **America's Finest Charter School**. The objective is to treat opioid overdoses and get those overdosed transported to an emergency department to reduce the number of fatal overdoses.

It is the policy of **America's Finest Charter School** that staff are trained in the use of the naloxone. **Tim Bagby** shall be the **Program Administrator**. **Tim Bagby** shall be responsible for the overall administration, evaluation, maintenance and equipment of the program. Duties shall include, but not necessarily be limited to the following:

- (a) Ensuring an adequate supply of appropriate naloxone nasal spray is available
- (b) Coordinating and overseeing training
- (c) Assuring the maintenance of training, inspection and other program records.
- (d) Conducting periodic evaluations to ensure that the provision of the program are being implemented. Evaluations should include consultation with the employees who use naloxone nasal spray, their supervisors, job task assignment and a review of program records.

## Naloxone Procedure

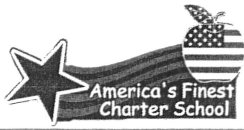
### Training

Each staff authorized to administer naloxone nasal spray shall be trained with the specified type/dose of naloxone nasal spray that they will be required to use. The training shall be of sufficient content and duration to ensure that the user is competent in handling and using the specified naloxone nasal spray.

### Naloxone Use

When using the naloxone nasal spray, staff will maintain universal precautions against blood borne pathogens. Staff must first perform a basic client assessment to determine unresponsiveness, absence of breathing and or pulse and perform CPR/First Aid as required (if trained). Staff should conduct a quick survey of the area and/or discussion with those accompanying the client to check for evidence of drug use. If staff determine the client is likely suffering a medical emergency as a result of an opiate over-dose, staff will call or ask another staff member to call 911 immediately and report that the client is in a potential overdose state. Staff shall follow the procedure below to administer naloxone nasal spray:

11/7/2018



# America's Finest Charter School

730 45<sup>th</sup> St, San Diego, CA 92102

Phone: 619-694-4809

Fax: 619-794-2762

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Administration of naloxone nasal spray: Administer naloxone nasal spray to patient suspected of an opioid exposure with respiratory depression or unresponsiveness as follows:

Remove naloxone nasal spray from box by peeling back the tab with the circle to open the spray.

Hold the naloxone nasal spray with your thumb on the bottom of the plunger and your first and middle fingers on either side of the nozzle.

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

Press the plunger firmly to give the dose of naloxone nasal spray.

Remain with individual until he or she is under the care of a medical professional, such as a paramedic, emergency medical technician, physician, or nurse. Rescue breathing (one breath every 5 seconds) or CPR should be given if trained/comfortable while waiting for emergency medical assistance.

Administer additional doses of naloxone nasal spray using a new nasal spray with each dose, if exposed patient does not respond or responds and then relapses into respiratory depression, additional doses of naloxone nasal spray may be given every 2 to 3 minutes until emergency medical assistance arrives.

Do not administer naloxone nasal spray to a patient with known hypersensitivity to naloxone.

After EMS arrival, staff will inform responding EMS/paramedics that they have administered naloxone nasal spray and the number of doses used.

## **Issuance**

Naloxone is a medication and as such must be monitored. The naloxone must be stored in a climate-controlled area and in a location where access to the medication can be controlled. Program Administrator is responsible for issuing the naloxone nasal spray kits to staff. Staff will log naloxone nasal spray kits received and issued so that all naloxone nasal spray kits are accounted for. Any missing kits will also be logged as missing in the log. The log shall be reviewed by the Program Administrator on a monthly basis.

## **Maintenance | Replacement**

An inspection of the naloxone nasal spray kit shall be the responsibility of the personnel checking out the naloxone nasal spray kit. Staff shall inspect the kit at the time they check it out. The naloxone nasal spray kit will be kept in a secured, climate controlled area. This is imperative since extreme temperature changes may affect the effectiveness and integrity of the medication.

The Program Administrator will conduct an inspection of the naloxone nasal spray kits on the first workday of each month and collect the prior month's naloxone nasal spray kit log for



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auditing purposes. The Program Administrator will also perform a monthly audit of these forms to ensure compliance.

Missing or damaged naloxone nasal spray kits will be reported as missing or damaged to the Program Administrator. The Program Administrator will re-issue new kits as needed or as supply allows.

## **Documentation | Naloxone Report**

Upon completing the naloxone administration and briefing of events to the responding medical staff, the staff will complete an "Incident Report" - the incident report will contain event and people (victim, witness, etc.) information. Staff shall include the naloxone usage in the report. The short narrative should include a description of any evidence of drug use (drugs, paraphernalia, etc.) observed at the scene.

A quarterly report will be submitted to Public Health Services on the number of medication given and the number of staff trained during the quarter.

Date approved: Nov. 7, 2018

Board President: GARY RUBIN

Signature: Gary Rubin