

	Developed by/Date: Aaron Tait November 6, 2023	Page: 1 of 5	Number: 5.14
	Reviewed by/Reviewed Date: CSA Exec Team 2/6/2024	Replaces: New	Subject: Safety and Security
Title: COMMUNITY SERVICES AGENCY NARCAN USE		Approved: 4/2024	

Policy

Procedure

Guideline

POLICY

The purpose of this policy is to establish a uniform protocol for distributing and administering Naloxone Nasal Spray (Narcan 4 mg) pursuant to the California Department of Health Care Services' Naloxone Distribution Project, hereinafter referred to as NDP. This policy will remain in full force and effect for the length of time that CSA receives Narcan Nasal Spray 4 mg through NDP. Should CSA purchase Narcan Nasal Spray 4mg from a private vendor, this policy will be amended. With the increased accessibility to staff of Narcan Nasal Spray 4mg, and training on how to administer it, death from opioid overdose will be reduced in Stanislaus County.

DEFINITION

Narcan - Generic name for Naloxone Hydrochloride

Opioid - A class of drugs that derive from, or mimic, natural substances found in the opium poppy plant. Opioids activate an area of nerve cells in the brain and body called opioid receptors that block pain signals between the brain and the body.

Naloxone - A life-saving medication that reverses an opioid overdose while having little to no effect on an individual if opioids are not present in their system. Naloxone works by blocking the opioid receptor sites and reversing the toxic effects of the overdose.

Narcan (Naloxone HCl) nasal spray 4mg - Used for the treatment of an opioid emergency such as an overdose or a possible opioid overdose, indicated by signs of breathing problems and severe sleepiness or not being able to respond. Narcan Nasal Spray 4 mg is to be given right away and does not take the place of emergency medical care.

AUTHORITY

California Health and Safety Code §1799.102

California Civil Code §1714.22(f)

California Dept. of Public Health (CDPH) website (www.cdph.ca.gov)

California Dept. of Healthcare Services (DHCS) website (www.californiaopioidresponse.org)

DHCS Naloxone Distribution Project FAQ's Stanislaus County Opioid Safety Coalition website (www.stancountyrxsafety.org)

PURPOSE

Stanislaus County Community Services Agency (CSA) employees who volunteer to carry Narcan Nasal Spray 4mg are required to be properly trained in its use prior to administering it in the course and scope of their duties. Initial training regarding the administration of Narcan should be conducted by the County's Emergency Medical Services (EMS) provider, BHRS personnel, and/or via California Department of Public Health (CDPH) training video. Subsequent training on the administration of the nasal spray may be conducted by a current certified first aid instructor trained in teaching the administration of Narcan Nasal Spray and/or CDPH training video. Narcan Nasal Spray may be used on department personnel who come in contact with an opioid-related drug in the course and scope of their duties and suffer the effects of a suspected overdose while awaiting paramedics/fire to respond, in addition to other citizens who appear to be suffering the effects of a suspected opioid-related overdose as described in this policy.

PROCEDURE

CSA's Safety Officer will apply to the NDP by completing the online NDP application located on the DHCS website. The Safety Officer and will be responsible for distributing Narcan Nasal Sprays to each division in CSA. Office Services will be responsible for storing Narcan.

Requests for Narcan Nasal Spray will be approved by each division's Assistant Director and/or their designee. Narcan Nasal Spray will be distributed to Supervisors that have been designated as coordinators. Supervisors shall develop a process for ensuring staff from their units obtain training and are issued the nasal spray. Supervisors will keep logs annotating the issuance and disposition of Narcan Nasal Spray and provide updated logs to CSA Safety Officer for proper record keeping. These records are required to be maintained for a period of three years from the date the record was created.

It is recommended that staff take their issued Narcan during field operations. Care should be taken to ensure the medication is not exposed to excessive heat or light to protect the potency of the nasal spray.

Narcan Nasal Spray has a shelf life of approximately three years. Staff shall regularly check to ensure their issued Narcan Nasal Spray has not expired. An expired nasal spray shall be properly disposed of and replaced by surrendering them to Office Services.

Any staff volunteering to administer or distribute Narcan is required to undergo Narcan training at least one time every 24 months. Cardiopulmonary Resuscitation (CPR) training is encouraged. Staff can attend any of the in-person or online CPR courses offered by the County to be certified in CPR.

ADMINISTRATION OF NARCAN NASAL SPRAY

1. Prior to deploying Narcan Nasal Spray, staff must first ensure the scene is safe and free of hazards for themselves, other first responders, and for bystanders in the immediate area. Scene assessment should include, but is not limited to:
 - a) Traffic hazards.
 - b) Fire, chemical, electrical or environmental hazards.

2. Once the scene is determined safe, staff shall ensure fire/paramedic personnel have been requested. While fire/paramedic personnel are en route to the scene, staff should first conduct an assessment of the individual suspected of opioid overdoses by:
 - a. Observing if the person is unconscious and unresponsive.
 - b. If unconscious, check the person's airway, breathing and pulse.
 - c. Ask bystanders or anyone who may know the person if it is known whether opioid ingestion is a factor.
 - d. Check for signs of opioid overdose:
 - i. Loss of consciousness
 - ii. Constricted (pinpoint) pupils
 - iii. Unusual sleepiness or unresponsiveness to outside verbal and physical stimulus (rubbing firmly on their sternum)
 - iv. Awake, but unable to speak
 - v. Breathing is very slow and shallow, irregular, or has stopped
 - vi. Choking sounds, or a snore-like gurgling
 - vii. Vomiting
 - viii. Body is limp
 - ix. Face is very pale or cold and clammy
 - x. Fingernails and lips turn blue, purplish or black
 - xi. Pulse (heartbeat) is slow, irregular or not present

3. If the person is not breathing and is unresponsive, begin CPR if certified, then administer the Narcan Nasal Spray when possible. If available, Personal Protective Equipment (PPE) such as, CPR mask, gloves, face shield, etc. should be utilized when administering CPR. If you suspect the person is unconscious due to opioid overdose, administer Narcan Nasal Spray by doing the following:
 - a. Gently tilt the person's head back and make sure the nasal cavity is clear.
 - b. Hold the Narcan Nasal Spray by placing your thumb on the bottom of the plunger and your first and middle finger on either side of the nozzle.
 - c. Insert the device nozzle into one nostril until your fingers on either side of the nozzle are against the bottom of the person's nose.
 - d. Press the plunger firmly to administer the full dose of Narcan into the nostril.
 - e. Remove the device from the person's nostril after administering the dose.
 - f. Initiate chest compressions as needed until paramedics arrive or the person regains consciousness.
 - g. Once the person is adequately breathing, you may need to move the patient on their side to prevent aspiration and continue constant observation until fire/paramedic personnel arrive.

FACTORS TO CONSIDER WHEN ADMINISTERING THE NARCAN NASAL SPRAY

1. The Narcan Nasal Spray may take a few minutes for the person's body to absorb and react to the medication. If the person does not respond to the nasal spray within 3 to 5 minutes, a secondary dose of nasal spray may be required. Prior to administering a second dose of Narcan Nasal Spray, staff should ensure fire/paramedic personnel are still en route to the scene. Each nasal spray applicator contains one full dose.
2. Administering Narcan Nasal Spray may result in an immediate withdrawal in persons who are opioid dependent. Symptoms of withdrawal may include nausea/vomiting, cardiac arrest, nosebleed or, in rare cases, and aggressive behavior. If symptoms occur, take appropriate actions to the situation as trained.
3. Narcan Nasal Spray shall only be administered on adults and children, and SHALL NOT be administered on infants (under one year of age). The nasal spray will only work on persons who have overdosed on opioid-related drugs. The nasal spray does not have any significant side effects if the cause of unconsciousness is not opioid-related. CSA personnel shall notify Stanislaus Regional 911 (SR911) to have EMS or Fire to respond to the scene to provide medical treatment and transportation to the hospital by paramedic and ambulance personnel. California Civil Code §1799.102(b) exempts properly trained department personnel from liability when administering NARCAN Nasal Spray during the course and scope of their duties.
4. Staff should ensure that used Narcan Nasal Spray device is properly disposed of by putting it back into its original box and disposing of it in solid waste trash.

REPORTING AN INCIDENT

After Narcan Nasal Spray has been administered to a person, whether successful or not, staff shall:

1. Verbally advise EMS/Fire personnel what time Narcan Nasal Spray was administered and any change in the person's condition.
2. Notify their Supervisor and/or Manager that an incident has occurred and Narcan was administered. Supervisor will notify their immediate Manager.
3. Complete the NARCAN Use Report form. ([Narcans Use Reporting Form](#))
4. Complete an Incident Report.
5. Complete On-the-Job Injury (OJI) exposure forms if used only on a Stanislaus County employee. Follow Supervisor Procedure for On-the-Job Injury.
6. Complete a Non-Employee Injury Report if used on a citizen.
7. Submit all paperwork to a Supervisor/Manager for review and approval. Once approved, submit copies of all documentation to the CSA Safety Officer.

DATA REPORTING REQUIREMENTS

CSA's Safety Officer will be responsible for tracking, maintaining records, and distributing Narcan Nasal Spray to each division within CSA.

Entities participating in the California Department of Health Care Services' Naloxone Distribution Project (NDP) agree to maintain and report information regarding the number of reversals that occurred using the naloxone provided by the NDP. CSA's Safety Officer will report reversals to naloxone@dhcs.ca.gov with each incident, or submit the total number of reversals using the previous shipment of naloxone with subsequent applications to NDP via the online form.