


CITY OF BREMERTON RISK MANAGEMENT		NALOXONE (NARCAN) IN THE WORKPLACE
INDEX SAFETY _____	EFFECTIVE DATE: 10/1/24 REVISED DATE: <u>10/1/24</u>	APPROVED  GREG WHEELER, Mayor

PURPOSE

This policy establishes guidelines and procedures for the administration of Naloxone (Narcan) by trained and designated employees during the course of their work activities to help prevent overdose deaths. Narcan administration may treat and reduce injuries and fatalities due to suspected opioid involved overdoses and accidental exposure mitigating the effects of opioid exposure and allowing time for advanced medical response by trained Emergency Medical Services (EMS) personnel. No other administration method than nasal is permitted.

City Departments may elect to participate in Naloxone Administration procedures. This policy is applicable to participating Departments and employees who elect to voluntarily participate in training and procedures. This policy does not apply to Police and Fire since they have their own policies and procedures in place.

DEFINITIONS

Opioid. A medication or drug that is derived from the opium poppy or that mimics the effect of an opiate. Opiate drugs are narcotic sedatives that depress activity of the central nervous system; these will reduce pain, induce sleep, and in overdose, will cause people to stop breathing. First responders often encounter opiates in the form of morphine, methadone, codeine, heroin, fentanyl, oxycodone, and hydrocodone.

Naloxone. An opioid antidote such as naloxone hydrochloride or any other similarly acting and equally safe drug approved by the US Food and Drug Administration for the treatment of drug overdose. Naloxone is a medication which acts as an opioid antagonist and counters the effects of opioid overdoses. It is marketed under the trade name Narcan.

Narcan. A single dose nasal cartridge of Naloxone.

PROCEDURE

City Departments who elect to participate in Naloxone administration must follow the requirements outlined in this policy. This policy does not apply to Police and Fire since they have their own policy and procedures in place.

Employees of participating Departments may administer Naloxone so long as they have completed training in accordance with the provided training protocol, procedures for inventory controls, and incident reporting.

Training

Naloxone administration trainings may be conducted during first aid/CPR training or as a stand-alone training. It is recommended that this training be completed every 3 years.

Employees will be trained on how to:

- Recognize the symptoms of possible opioid overdose.
- Call 911 to seek immediate professional emergency medical assistance.
- Know the dangers of exposure to drug powders or residue.
- Assess the incident scene for safety concerns before entering.
- Know when NOT to enter a scene where drug powders or residues are visible and exposure to staff could occur.
- Know to wait for professional emergency responders when drug powders, residues, or other unsafe conditions are seen.
- Use personal protective equipment (PPE) such as nitrile gloves during all responses to protect against chemical or biological exposures including opioid residues, blood, or other body fluids.
- Administer Naloxone and recognize when additional doses are needed.
- Address any symptoms that may arise during the response, including agitation or combativeness from the person recovering from an overdose.
- Use additional first aid, CPR/basic life support measures. Opioid overdose can cause respiratory and cardiac arrest.
- Prepare for possible exposure to blood. Needles or other sharps are often present at the scene of an overdose.

Employees will also need to be trained in First Aid/CPR and Bloodborne Pathogens, and should consider additional protection, such as Hepatitis B vaccination.

Inventory Controls

Each Department will coordinate purchasing and distribution of Naloxone, establish an inventory control procedure for Naloxone, and follow the below guidance.

- Naloxone administration will only be done using a nasal spray. No other method is permitted.
- Appropriate PPE will be used while deploying Naloxone. It is recommended that PPE, such as disposable nitrile gloves, and other first aid equipment, such as a responder rescue mask, face shield, or

bag valve mask (for use in rescue breathing or CPR) be stored close to the Naloxone for quick response.

- Departments will determine suitable locations to store Naloxone (i.e. first aid kits) and have accessible to trained personnel. Storage should follow manufacturer's instructions. Keep in the box or storage container until ready for use. Narcan should be protected from light and ideally stored at room temperature (59- 77°F or 15- 25°C). Naloxone that is exposed to extreme temperature or expired will have reduced potency. Note the expiration date for timely replacement.
- In instances where employees may carry Naloxone doses, a check-in and out procedure that documents employee name, date, time in and out should be used.
- Expired or damaged Naloxone shall be disposed of by returning to a drug collection site. The U.S. Food and Drug Administration ("FDA") has approved an extended shelf-life for the nasal spray formulation of Naloxone (Narcan) from two years (24 months) to three years (36 months).
- Used Naloxone shall be disposed of in solid waste containers.

Administering Naloxone

Naloxone is a life-saving medication that can reverse an overdose from opioids. More than one dose of Naloxone may be required when stronger opioids like fentanyl are involved. Naloxone won't harm someone even if they are not overdosing on opioids.

Step 1: Identify overdose.

Signs of opioid overdose:

- Does not wake up, even if you shake them or call their name.
- Slow or no breathing.
- Blue, grey, or pale skin color.
- Small pupils.
- Snoring sound.

Step 2: Call 911. Get AED if available

Step 3: Administer Naloxone.

Follow instructions of Naloxone nasal spray. A second dose of Naloxone may be needed if the person is still unresponsive after 2-3 minutes.

Step 4: Give CPR and/or rescue breathing; use AED if available.

After giving Naloxone stay with the person. Continue CPR/AED and rescue breathing. If the person is still not responding in 2-3 minutes, give a second dose of Naloxone.

Continue CPR/AED and rescue breathing until emergency responders arrive.

If you have to leave someone alone at any time, like to call for help or to get Naloxone, make sure that they are in the rescue position. Put the person on their side with the bottom arm raised above the head and the top leg and arm crossed over the body. This makes it difficult for the person to roll over and lessens the chances that they will choke on vomit.

Incident Reporting

Once the emergency situation is resolved, employees involved in administration or attempted administration of Naloxone must:

- Notify their supervisor of the incident.
- Complete a Naloxone Administration Incident Report Form as soon as possible following the incident and submit to the Risk Management Specialist.

ATTACHMENTS Naloxone Administration Incident Report Form

CITY OF BREMERTON
NALOXONE ADMINISTRATION INCIDENT REPORT FORM

Instructions: Complete this form if you have administered or attempted to administer Naloxone. This report should be completed as soon as possible after the incident. Once form is completed, it should be signed by your supervisor and then submitted to the Risk Management Specialist.

Date: _____ Time of Incident: _____

Department: _____

Who administered Naloxone? _____

Witnesses: _____

Location of Incident: _____

Signs of Overdose present: (check all that apply)

☐ Unresponsive ☐ Breathing Slowly ☐ Not Breathing ☐ Blue Lips ☐ Slow Pulse ☐ Other

Overdosed on what drugs, if known? (check all that apply)

☐ Heroin ☐ Methadone ☐ Benzos/Barbiturates ☐ Any other opioid ☐ Unknown ☐ Other

Subject's Response after Naloxone was administered?

☐ Responsive & Alert ☐ Responsive & Sedated ☐ No Response ☐ Transferred to Hospital

Was 911 notified?

☐ Yes ☐ No

Comments:

Employee's Signature

Date

Supervisor's Review:

Please provide any additional comments or information available:

Supervisor's Signature

Date