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Naloxone (Narcan®) Distribution in Addiction Services and Emergency Department			
Signing Authority:	Chief Nursing Executive, Co-Chair Corporate Clinical Policy Committee		
Approval Date:	5-MAY-2021	Effective Date:	5-JUL-2021

SCOPE:

This policy and procedure applies to all staff of the Emergency Department (ED) and Addiction Services that work at the Royal Victoria Regional Health Centre (RVH), providing take-home nasal spray Naloxone (Narcan®) kits to patients.

POLICY STATEMENT:

It is the policy of RVH to promote safety for our staff, our patients and their families. This policy describes the process by which staff shall provide patients, and/or person accompanying the patient, who are at risk of an opioid overdose with a take-home nasal naloxone (Narcan®) kit and appropriate education for use. In accordance with the Province of Ontario's Naloxone (Narcan®) Program, and in partnership with the Simcoe Muskoka District Health Unit (SMDHU), healthcare providers in Addiction Services and the ED at RVH are eligible to provide take home naloxone (Narcan®) kits. This policy has been designed as a resource and reference for staff who work in Addiction Services and the ED that have received the appropriate education in naloxone (Narcan®) kit distribution.

1. The education of naloxone (Narcan®) distribution must meet the following criteria:
 - a. Review and be familiar with the Naloxone (Narcan®) Training Manual from the SMDHU.
 - b. Attend a onetime training session
 - c. Comply with naloxone (Narcan®) and related policies and procedures

2. Agency naloxone (Narcan®) program lead shall:
 - a. Ensure staff are trained using the approved training resources.
 - b. Establish and maintain the procedures outlined in this policy.
 - c. Ensure compliance with naloxone (Narcan®) and related policies and procedures.
 - d. Ensure proper documentation and submit quarterly reporting to the SMDHU.

3. Staff shall assess the individual patients' eligibility to receive a naloxone (Narcan®) kit. The following is a list of criteria that the patient shall meet in order to be eligible for a naloxone (Narcan®) kit:

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- a. Current opioid users, past opioid users who are at risk of returning to opioid use, or friends/family members of a person who uses opioids
- b. No previous hypersensitivity to naloxone (Narcan®)
- c. Ability to provide valid consent
- d. Ability to understand and willingness to learn the essential components of the Naloxone (Narcan®) Training Manual
- e. Have completed the opioid overdose response training.

It is expected that all Addiction Services and ED staff participating in Naloxone (Narcan®) kit distribution shall adhere to the principles outlined in this policy.

DEFINITIONS:

Opioid: Opioids, also called opiates, are a class of drug. This class includes drugs derived from the opium poppy, such as morphine and codeine. It also includes synthetic or partially synthetic formulas, such as hydrocodone and acetaminophen (Vicodin®), oxycodone and acetaminophen (Percodan®), oxycodone (OxyContin®), methadone, heroin and fentanyl. Opioids can slow or stop breathing and can lead to respiratory distress or arrest.

Opioid Overdose: An opioid overdose is an acute condition due to excessive use of opioids.

Naloxone (Narcan®): An opioid antagonist medication used to counter the effects of opioid overdose.

Naloxone (Narcan®) Nasal Spray: Naloxone (Narcan®) medication administered in a person's nostrils. Naloxone (Narcan®) nasal spray does not require assembly and delivers a consistent, measured dose when used as directed. Each dose contains 4 mg naloxone (Narcan®) hydrochloride in 0.1 mL nasal spray.

PROCEDURE:

Equipment

1. Naloxone (Narcan®) kit:
 - a. One hard case
 - b. Two doses of Naloxone (Narcan®) Nasal Spray 4 mg/0.1mL
 - c. English and French product monographs
 - d. One identifier card

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- e. One pair of latex gloves
- f. One rescue breathing barrier
- g. Steps to Respond to an Opioid Overdose pamphlet

Distribution:

1. Naloxone (Narcan®) kits shall be stored at room temperature in a locked cabinet in the orange zone medication room in the emergency department.
2. Staff shall assess an individual's eligibility for receiving a naloxone (Narcan®) kit prior to providing one.
3. Staff shall educate patients and/or persons accompanying the patient in the use of the naloxone (Narcan®) kit. This training shall be in an area that provides privacy and confidentiality and include all components of the Naloxone (Narcan®) Training Manual including:
 - a. Overdose prevention techniques
 - b. Risks to overdose
 - c. Recognizing signs and symptoms of overdose (opioid versus other drugs)
 - d. Overdose response myths
 - e. Calling 911
 - f. Stimulation, and chest compressions
 - g. Naloxone (Narcan®) administration
 - h. Post overdose follow-up and care
 - i. Care of Naloxone (Narcan®)
4. The training will include the patient watching the following video link <https://vimeo.com/showcase/5719549> using the iPads provided by the department or clinical area as required.
5. Upon completion of the training, the individual shall be assessed by the staff member, through a return demonstration (teach back), to ensure they understand the content and procedure for use as outlined in the Naloxone (Narcan®) Training Manual.
6. Prior to providing a naloxone (Narcan®) kit, the staff member shall:
 - a. Ensure the client receiving the naloxone (Narcan®) kit has met the criteria outlined above
 - b. Complete naloxone (Narcan®) training for client , friend and/or family member as per training manual
7. Document the provision of a naloxone (Narcan®) kit to all the patients and/or persons accompanying the patient, on the Naloxone (Narcan®) Reporting Form (refer to Appendix I: *Naloxone (Narcan®) Reporting Form*) provided by the SMDHU, accessible online intranet in Shared Folders > Mental Health.
8. Document the provision of a naloxone (Narcan®) kit to the registered patients in their health record.

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Refills of Naloxone (Narcan®)

A staff member may distribute subsequent doses/refills of naloxone (Narcan®) when:

1. naloxone (Narcan®) has expired.
2. naloxone (Narcan®) has been administered.
3. naloxone (Narcan®) was stolen or lost.
4. Naloxone (Narcan®) freezes or reaches an extremely high temperature.

Quarterly Reports: Designated staff (Administrative assistant in Addiction Services and ED) shall provide required data via the Naloxone (Narcan®) Reporting Form as indicated in the naloxone (Narcan®) contract (Appendix I) and submit to SMDHU

The Administrative Assistant of the Addiction Services and ED shall oversee the ordering of Naloxone (Narcan®) Kits by submitting an order to SMDHU, for both Naloxone (Narcan®) Kits and Naloxone (Narcan®) Spray refills using the Order Form (indicated in the Naloxone (Narcan®) Contract and provided to the SMDHU)

REFERENCES:

Public Health Unit Questions and Answers: Naloxone for Hospital Emergency Departments or Urgent Care Centres. (2018) Ministry of Health and Long Term Care, Ontario.

Recognize and temporarily reverse an opioid overdose. Ontario Government.
Retrieved from [Ontario.ca/OpioidOverdose](https://ontario.ca/OpioidOverdose)

Naloxone Distribution Training Manual for Community Partners V.2. (2018) Simcoe Muskoka District Health Unit, Barrie. <https://vimeo.com/showcase/5719549>

Appendix I: Naloxone (Narcan®) Reporting Form



Naloxone Reporting Form

Please submit electronically to: exchange.works@smdhu.org

****NB** Please do not include any personal health information.**

Quarterly Reporting Dates:

1. Q1 (April - Jun) Due: July 07
2. Q2 (Jul - Sep) Due: October 07
3. Q3 (Oct - Dec) Due: January 07
4. Q4 (Jan - Mar) Due: April 07

Agency: _____

Contact Name: _____

Phone No: _____

Date: _____

Total # of doses in stock

This information is collected under the authority of the Health Protection and Promotion Act, 1990 s.5. The information will be used for the completion of quarterly reports to the MOHLTC Ontario Naloxone Program. Questions regarding the collection, use and disclosure of personal information should be directed to the Office of the Privacy Officer, Simcoe Muskoka District Health Unit, 15 Sperling Drive, Barrie ON L4M 6K9, (705) 721-7520 or 1-877-721-7520.

DATE	Person Receiving Training & Naloxone (Opioid User/Friend/Family) Please use drop down menu	Lot #	Expiry	Dose Type (Initial or Repeat) Please use drop down menu	Naloxone given in a previous overdose situation? (Y/N) Please use drop down menu	If Repeat, How many doses administered in overdose?	If Repeat, Was 911 called? (Y/N) Please use drop down menu
1							
2							
3							
4							
5							
6							
7							