



Policy No. 85
Administration and Maintenance
of Naloxone Policy

1. PURPOSE

1.1 The purpose of this policy is to establish broad guidelines governing the utilization of Naloxone by trained municipal personnel. The objective is to treat and reduce injuries and fatalities due to Opioid-involved overdoses when municipal personnel are waiting for paramedics to arrive at the scene of a suspected overdose.

2. DEFINITIONS

2.1 In this policy:

a) **Opioid:** Medications or drugs that are derived from the opium poppy or that mimic the effect of an opiate. Opiate drugs are narcotic sedatives that depress activity of the central nervous system. Opioids will reduce pain, induce sleep and in overdose will cause people to stop breathing. Municipal personnel may encounter Opioids in the form of morphine, methadone, codeine, heroin, fentanyl, oxycodone and hydrocodone.

b) **Naloxone:** A prescription medication that can be used to reverse the effects of an Opioid overdose. Specifically, it displaces Opioids from the receptors in the brain that control the central nervous system and respiratory system.

c) **Opioid Overdose Emergency Treatment Kit:** At minimum should include the following:

- 1 hard case;
- 2 doses of nasal spray;
- 1 one-way breathing barrier
- 1 pair of non-latex gloves;
- 1 insert with instructions; and
- 1 card that identifies the person trained to give the Naloxone.

3. APPLICATION

3.1 This policy applies to all municipal personnel trained to administer Naloxone.

4. POLICY

4.1 Municipal personnel that have been trained may administer Naloxone to an individual suspected of taking an overdose of Opioids.

4.2 Required training shall consist of the following:

- CPR; and
- Use of Opioid Overdose Emergency Treatment Kit (intranasal).

5. PROCEDURES

5.1 Deployment:

5.1.1 The Chief Administrative Officer will designate Co-ordinators for the Naloxone Administration and Maintenance Program at each of the following locations:

- a) Sandy Wickens Memorial Arena
- b) Recreation Centre
- c) Administrative Centre

5.1.2 Responsibilities of each Co-ordinator will include the following:

- a) Maintain training records for personnel;
- b) Assure the supply, integrity and expiration dates of the Opioid Overdose Emergency Treatment Kits; and
- c) Assure the maintenance of the administration records.

5.1.3 Co-ordinators will ensure that only those trained in the use of Naloxone will have access and be permitted to utilize the Opioid Overdose Emergency Treatment Kits.

5.2 Training:

5.2.1 Co-ordinators shall arrange for municipal personnel to be properly trained on the use of Opioid Overdose Emergency Treatment Kits. It is encouraged that Co-ordinators arrange training jointly. The Co-ordinators shall keep the Training Record up-to-date – Appendix “A”.

5.2.2 Refresher training should occur at minimum biennially and include familiarity with the assembly of the Opioid Overdose Emergency Treatment Kit and the effective administration and maintenance of Naloxone.

5.3 Naloxone Use:

5.3.1 Municipal personnel will call 911 and request an ambulance to respond to the scene where a person is in a potential Opioid overdose state.

5.3.2 Municipal personnel should use precautions and protections from blood borne pathogens and communicable diseases when administering Naloxone. Precautions include vigorously washing hands before and after exposure to blood and other body fluids. Personnel should also always wear gloves and other personal protective equipment (PPE) as recommended during training.

5.3.3 Municipal personnel will determine the need for treatment with Naloxone by evaluating the person.

If the person is suspected of having an Opioid overdose and is unresponsive with decreased or absent respiration they should administer Naloxone.

Other signs and symptoms of an Opioid overdose include the following:

- difficulty walking, talking or staying awake
- blue lips or nails
- very small pupils
- cold and clammy skin
- dizziness and confusion
- extreme drowsiness
- choking, gurgling or snoring sounds

5.3.4 Once the assessment of the person is complete, which should include but may not be limited to determining unresponsiveness and other indicators of Opioid involved overdose, municipal personnel will administer Naloxone from the Opioid Overdose Emergency Treatment Kit.

5.3.5 Municipal personnel will use proper tactics when administering Naloxone as shown in Appendix "B"; a person who is revived from an Opioid overdose may regain consciousness in an agitated and combative state and may exhibit symptoms associated with withdrawal.

5.3.6 Municipal personnel will remain with the person until paramedics arrive.

5.3.7 Municipal personnel will inform paramedics upon their arrival that Naloxone has been administered.

5.3.8 Municipal personnel will complete a Naloxone Incident Report as shown in Appendix "C".

5.4 Maintenance/Replacement of Naloxone:

5.4.1 Opioid Overdose Emergency Treatment Kits will be stored by the Co-ordinators in a manner consistent with manufacture's recommendations.

5.4.2 Used, lost, damaged or expired Opioid Overdose Emergency Treatment Kits will be replaced by the Co-ordinators as required and recorded in Appendix "D" Opioid Overdose Emergency Treatment Kit Naloxone Nasal Spray.

5.4.3 Expired Naloxone will be returned to a pharmacy for proper disposal.

6. RECORD KEEPING

6.1 Co-ordinators for each location, shall keep one binder for all reports relating to the Administration and Maintenance of Naloxone Policy. Binders are to include Appendix "A", Appendix "C" and Appendix D" of this policy as well as any other information the Co-ordinators feel is necessary.



APPENDIX "A"

TRAINING RECORD

(Refresher training in the use of Naloxone is required at minimum biennially and personnel must possess a valid CPR Training Card)

NAME OF PERSONNEL	DATE OF TRAINING	TYPE OF TRAINING	PROVIDER	VALID CPR CARD

APPENDIX "B"

How to Give **Naloxone Nasal Spray**

If you suspect an opioid overdose:

1 CALL 911



2 LAY PERSON ON BACK
Support neck and tilt head back



3 GIVE NALOXONE

PEEL the package open and hold the device. Do not press until ready to give naloxone.



PLACE the tip in the nostril



PRESS firmly



Naloxone is for the nose. It works, even if the person is not breathing.

4 PUT PERSON IN RECOVERY POSITION

Hand supports head
Knee stops body from rolling onto stomach



5 MONITOR

Give a second dose in **5 minutes** if they don't wake up or aren't breathing properly.



Use a new spray every time.

Ask your pharmacist for naloxone



For more information visit www.pharmacists.ca/naloxone

Remember to check the product's expiry date regularly.



APPENDIX "C"
Naloxone Incident Report

Name:

Address:

Phone Number:

(The above requested information may not be available)

Description of incident, including time and outcome:

Location of Incident: _____

Was the Overdose Emergency Treatment Kit used _____ YES _____ NO

Completed by _____ Date: _____



APPENDIX “D”
OPIOID OVERDOSE EMERGENCY TREATMENT KIT
NALOXONE NASAL SPRAY

DATE PURCHASED	EXPIRY DATE	DATE USED	DATE REPLENISHED	REASON FOR REPLENISHING	OTHER SUPPLIES REPLENISHED AND DATE

Chief Administrative Officer’s Annotation for Official Policy Book	
Date of Notice to Council members of Intent to Consider	February 16, 2021
Date of Passage of current Policy	March 22, 2021
I certify that this “Administration and Maintenance of Naloxone Policy” was adopted by Council as indicated above.	
<hr/> <div style="display: flex; justify-content: space-between;"> Chief Administrative Officer Date </div>	

VERSION LOG

Version Number	Amendment Description	Amendment/Policy Owner	Approved By	Approval Date
1	Approved Policy of Council	CAO	Council	March 22, 2021