

Guidance for Human Resource Administrative Rule City Nasal Naloxone Use Policy for Non First-Responders

Observed Overdose

- a. When a City employee observes a person with signs consistent with an opiate overdose (see attached guideline for opiate overdose signs) the employee will call 911 or ask someone nearby to call 911 prior to administering first aid or nasal naloxone.
- b. Employees who are not trained in the use of naloxone will attempt to locate a trained staff member nearby to administer the naloxone to a person suffering from an apparent opiate overdose. The trained staff member will then retrieve the naloxone and administer it in accordance with training guidelines.
- c. If no trained staff member can be located, an employee may read the training materials stored with the naloxone kit and administer it.
- d. The care of the apparent opiate overdose victim will be immediately relinquished to emergency service personnel upon their arrival at the scene.

Suspected Employee Exposure

- a. In most instances, inhalation of secondhand smoke and physical contact with an opioid will not impact City employees. However, if a City employee suspects they have inhaled secondhand smoke or otherwise been exposed to a suspected opioid substance they should take the following steps:
 - Move away from the substance or to fresh air
 - Monitor for exposure symptoms: shortness of breath, continuing cough, fatigue, confusion, or other worrisome symptoms
 - If symptoms are worsening call 911 and administer naloxone

Reporting

- a. Each use of naloxone will be reported to the bureau administrator and program administrator on the form provided.

Post-Incident Employee Support

- a. A member of the Occupational Health and Well-being team will reach out to the program administrator for a procedural debrief and to determine if EAP services are needed to support employees' well-being.

Equipment, maintenance, and replacement

- a. The bureau administrator is responsible for monitoring the bureau's naloxone supply and restocking it when needed.
- b. The naloxone supply will be stored in accordance with training received by the bureau administrator. The supply will be stored in a centralized location in the bureau (such as a first-aid kit) which is protected from extreme temperatures.
- c. Once dispensed to a trained employee, the employee is thereafter responsible for properly securing the naloxone dose they have received and for protecting it from extreme temperatures.

- d. If an employee uses or turns in their assigned naloxone kit, they will email the bureau administrator who will contact the program administrator and request a replacement as needed.
- e. Used naloxone dispensers will be disposed of in a sharps container, either with the medic unit on scene or at a centralized location in the employee's bureau.
- f. The bureau administrator may send an email to the program administrator to request a replacement. Expired kits will be disposed of in a sharps container.
- g. If the naloxone kit is lost or stolen, employee will report loss to bureau administrator.