

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 (learn more at the City webpage - [Signs and Symptoms of an Opioid Overdose](#)) 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: prolonged 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.