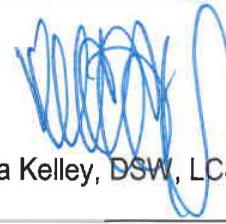


Narcan Distribution Project Procedure



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Veronica Kelley, DSW, LCSW, Director

Purpose To provide guidance to Department of Behavioral Health (DBH) – Substance Use Disorder and Recovery Services (SUDRS) staff and other authorized staff regarding distribution and tracking of Intranasal Naloxone Hydrochloride (NARCAN® Nasal Spray) units provided to clients at risk of an opioid-related overdose, or to a family member, friend or other person in a position to assist a person at risk of an opioid related overdose.

Clinic Distribution Procedure The following outlines the steps in which Narcan is received by DBH and distributed to DBH Clinics:

Step	Responsibility	Action
1	SUDRS Designee	Narcan is received by SUDRS Administration; by a SUDRS Program Manager (PM), Addiction Medicine Physician or designee.
2	SUDRS Designee	Medication will be stored in a locked storage location until it is distributed to DBH programs and clinics.
3	SUDRS Designee	Supplies Narcan to program/clinic nursing staff. The quantity will be commensurate with the anticipated need for each program or clinic.
4	Program/Clinic Nursing Staff	Receive Narcan delivery and log the quantity received in the appropriate Medication Storage Log (MDS010).
5	Program/Clinic Nursing Staff	Check out supplies of Narcan to their respective Program's Manager(s) or Clinic Supervisor.
6	Program Manager, Clinic Supervisor or Nurse Supervisor	Determine appropriate storage location, ensuring location is readily accessible to staff for distribution and locked. Note: It is not required to limit storage to a designated medication storage area.

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Narcan Distribution Project Procedure, Continued

Client Distribution and Reporting

When an Alcohol and Other Drug (AOD) Counselor, medical staff or authorized clinical staff determines a client or any other person who is otherwise eligible to be issued units of Narcan to take home, the authorized staff member will take the following action:

Step	Action
1	Authorized staff identifies individual eligibility for receipt of Narcan.
2	Authorized staff will sign out one (1) package of Narcan on the Medication Log (MDS010) and apply the appropriate Narcan Distribution Project label to the medication package.
3	Authorized staff will familiarize the individual on the proper administration of Narcan in the event of an overdose; provide instructions on how to notify DBH to report use of the medication and obtain a refill, if needed.
4	Individual will complete the Naloxone Distribution Project Acknowledgement Form (MDS026) to include acknowledgement of receipt of the training and the number of Naloxone Intranasal units provided.
5	Authorized staff will store the form in the designated binder at each participating Narcan distribution program/clinic.
6	Clinic Supervisors will scan and forward the completed Naloxone Distribution Project Acknowledgement Forms (MDS026) to the SUDRS Supervising Social Worker on the 5 th of every month for the preceding month. Note: SUDRS Administration will retain the completed forms in accordance with Drug-Medi-Cal Organized Delivery System (DMC-ODS) requirements.
7	SUDRS Supervising Social Worker will inform SUDRS Program Coordinator(s) monthly of each clinic's usage in order to verify information during quarterly audit reviews.

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Narcan Distribution Project Procedure, Continued

Inventory Reporting and Re-Ordering Procedure

The following outlines the steps to report inventory levels of Narcan distributed to eligible person and to re-order when inventory levels deem it necessary:

Step	Action
1	Supervising Social Worker will report the amount of Narcan distributed in a summary email to each clinic/program Manager every month.
2	Clinic Assistant will manage inventory levels and report to Clinic Supervisor and Supervising Social Worker when stock is within 3 months of expiring or reaches less than a 3-month supply.
3	Program Manager will be responsible for re-order -- re-applying for grant funds for additional supplies (if applicable).

Client Reporting Procedure

As described in the *Client Distribution and Reporting* section of this procedure, individuals who are issued the medication are walked through the administration and reporting process of the Narcan they are being issued. Individuals are instructed to contact SUDRS Administration at 800-968-2636 to report when the medication is administered in the community. The following outlines the steps to be taken when an individual reports that a previously distributed dose(s) of Narcan was administered to someone in the community:

Step	Action
1	Individual reports to SUDRS Administration that the distributed Narcan medication was administered to a member of the community.
2	SUDRS Screening, Assessment and Referral Center (SARC) staff will document information about the event in the Narcan Use Reporting Form. This will include the time/date/approximate location, number of doses given and the disposition and outcome of the affected party. Personally Identifiable Information (PII) or Protected Health Information (PHI) will not be collected.
3	SARC Supervisor will provide a usage report to the Supervising Social Worker who will maintain a confidential log of events in which distributed naloxone was used to reverse an opioid related overdose.

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Narcan Distribution Project Procedure, Continued

Client Reporting Procedure,
continued

Step	Action
4	SARC Supervisor will provide these reports to DBH's Addiction Medicine Physician by the 5 th of the month for the preceding month.
5	SUDRS Program Manager or Addiction Medicine Physician will report the number of reported overdose reversal to the California Department of Health Care Services (DHCS) in accordance with participation requirements in the Narcan Distribution Project.

Related Policy or Procedure

The following policies and procedures can be located in the [DBH Standard Practice Manual](#):

- Control, Access and Accountability of Medications and Medical Supplies Policy (MDS2008)
- Control, Access and Accountability of Medications and Medical Supplies Procedure (MDS2008-1)
- Intranasal Naloxone Policy (MDS2028)
- Intranasal Naloxone Procedure (MDS2028-1)
- Narcan Distribution Project Policy (MDS2032)
- Narcan Distribution Project Procedure (MDS2032-1)

Reference(s)

- [California Civil Code, Section 1714.22](#)
 - [California Department of Public Health, Naloxone Statewide Standing Order Frequently Asked Questions](#)
 - [DBH's Information Notice \(IN\) 18-08 – Standing Order Requirement for Administering NARCAN® Nasal Spray.](#)
 - [Standing Order to Dispense Naloxone Hydrochloride](#)
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