



Naloxone Distribution Project Procedure

Effective Date 07/15/2021
Revised Date 03/20/2024

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Purpose To provide instruction to Department of Behavioral Health (DBH) staff regarding distribution and tracking of Intranasal Naloxone Hydrochloride (NARCAN® Nasal Spray) units provided to clients and the public.

Receipt Procedure The following outlines the steps in which naloxone is received by SUDRS Administration:

Step	Responsibility	Action
1	SUDRS OA/SOA	<ul style="list-style-type: none"> Naloxone is received by a SUDRS Office Assistant (OA) or Supervising Office Assistant (SOA) and logged into the Naloxone Master Log located in the SUDRS administration office.
2	SUDRS OA/SOA	<ul style="list-style-type: none"> Medication will be stored in the SUDRS storage room at the Administration office until it is distributed to DBH programs and clinics.
3	SUDRS OA/SOA	<ul style="list-style-type: none"> OA/SOA will monitor DBH naloxone email inbox and act on requests received from DBH clinics and the public, and Supply Naloxone to DBH Clinics, programs, staff, and/or the public.
4	SUDRS OA/SOA	<ul style="list-style-type: none"> OA/SOA will log naloxone units being distributed in the Naloxone Master Log located in a designated area in the Administration building.
5	Designated Clinic Staff	<ul style="list-style-type: none"> Confirm the receipt of naloxone intranasal spray and distribute naloxone to anyone requesting it. <p>Note: Clinics will use the Non-Medication Resource Log (MDS032) to record inventory of naloxone units on site at all times.</p>
7	Clinic Supervisor or Nurse Supervisor	<ul style="list-style-type: none"> Determine appropriate storage location, ensuring location is secure and readily accessible to staff for distribution.

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Naloxone Distribution Project Procedure, Continued

Naloxone Request Procedure

Because of the rise in overdose-related deaths in San Bernardino County, Substance Use Disorder and Recovery Services (SUDRS) is dedicated to ensuring naloxone (Narcan) is available to the public at all DBH clinics and participating programs.

- DBH clinics are recommended to have a stock of 24-36 units for public and/or client distribution;
- Each location will assign a designated staff member to track naloxone inventory and submit a request for restock when necessary;
- Non-clinic programs are recommended to have a small supply on hand for instances when staff interacts with the public;
 - The recommended stock for non-clinic programs is up to the program lead's discretion;
- Program designated staff will contact SUDRS to request a restock of naloxone when current supply is low by following the steps below:
 - Complete the Naloxone Supply Order Form (MDS038), and Email it to: dbh-naloxone@dbh.sbcounty.gov

Note: If the “pick-up” option is chosen, SUDRS OA/SOA will coordinate a pick-up time and date with the requestor. Allow five (5) business days for processing.

Distribution to the Public – In Person Request

When the designated clinic or program staff need to distribute naloxone to the public, the authorized staff member will take the following action:

Step	Action
1	Designated clinic or program staff will confirm the person requesting naloxone has completed either of the following: <ul style="list-style-type: none">• Watched the entire Naloxone Nasal Spray Training Video, and/or• Downloaded (on their phone) or received in printed form a copy of the Naloxone Quick Start Guide.
2	Staff will inform the individual how to report the use of the naloxone given and how to request more (see below).
3	Individual will complete the Naloxone Distribution Project Acknowledgement Form (MDS026) to confirm training and the number of units received prior to being issued units of naloxone.
4	Designated staff will maintain the form in a designated binder at each participating program/clinic.

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Naloxone Distribution Project Procedure, Continued

Distribution to the Public – In Person Request, continued

Step	Action
5	<p>Designated staff will scan and forward the completed Naloxone Distribution Project Acknowledgement Forms (MDS026) to the SUDRS Supervising Social Worker on the 5th of every month for the preceding month.</p> <p>Note: SUDRS Administration will retain the completed forms in accordance with Naloxone Distribution Project requirements. (See Reference section below)</p>

Distribution to the Public – Requests via Phone

At times, the DBH Screening Assessment, and Referral Center (SARC) will receive a call from a client requesting naloxone nasal spray.

SARC staff will proceed with the following actions if naloxone is requested via phone call:

If...	Then...
A client states they are near a DBH or DPH clinic or can travel to one.	<p>Staff will:</p> <ol style="list-style-type: none"> 1. Complete the online request form on the SUDRS Website on behalf of the client indicating their choice of pick-up location; 2. Inform the client that the medication is ready to be collected at any time; 3. Instruct the client how to report the usage of naloxone as it has been administered. 4. Answer any questions, and 5. End the call.
A client states they are not near a DBH or DPH facility and cannot travel to one (homeless or disabled).	<p>Staff will:</p> <ol style="list-style-type: none"> 1. Obtain the client's location or determine a meeting location; 2. Obtain supervisor approval to transport the naloxone to the client; 3. Inform the client that a staff member will be transporting a unit of naloxone to them at the agreed upon location and when, and 4. Transport naloxone to client per current processes. <p>Note: When delivering the medication, staff will also provide the client with the Naloxone Quick Start Guide and verbally remind the client as to how to report its use.</p>

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Naloxone Distribution Project Procedure, Continued

Disclaimer

Individuals administering naloxone cannot be held liable for civil damages resulting from an act or omission related to the rendering of the emergency treatment as per AB1166.

Use of Naloxone Reporting Procedure

As described in the *Distribution to the Public* section of this procedure, individuals who are issued naloxone are walked through the reporting process if and when the naloxone being issued is used.

Individuals are instructed to contact SUDRS Administration at 800-968-2636 or visit the [SUDRS Website](#) to report when the medication is administered in the community.

The following outlines the steps to be taken when an individual chooses to report via phone that naloxone was administered:

Step	Action
1	Individual calls and reports that naloxone issued by DBH has been used.
2	SUDRS Screening, Assessment and Referral Center (SARC) staff will document information about the event on the Narcan Use Reporting Form located on the DBH website. 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 an internal confidential log of events in which distributed naloxone was used to reverse an opioid related overdose.
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, as available, will report the number of reported overdose reversal to the California Department of Health Care Services (DHCS) in accordance with participation requirements in the Naloxone Distribution Project.

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Naloxone Distribution Project Procedure, Continued

Use of Naloxone Reporting Procedure, continued

The following outlines the steps to be taken when an individual chooses to report that Narcan was administered via online submission:

Step	Action
1	<p>Individual visits the SUDRS Website or scans the QR code located on the box of naloxone and clicks on Report the use of Naloxone (Narcan) button.</p> <div data-bbox="581 531 808 594" style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center; background-color: #004a87; color: white; padding: 2px 10px; border-radius: 5px;">Report the use of Naloxone (Narcan)</p> </div> <p>The button will take the individual to an online form where they can report as much information as is known.</p>
2	<p>The report submitted by the individual will auto-generate an email to the designated email inbox that will be monitored by SUDRS Program Specialists (PS).</p> <p>SUDRS PS will document information received in the internal tracking sheet for the appropriate fiscal year. 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.</p>

SUDRS PS Team will provide the number of overdose reversals reported to the Naloxone Distribution Project when re-ordering or reapplying for free naloxone.

Online Public Order/Reorder

Any member of the public can request naloxone nasal spray by doing the following:

- Visiting any DBH Clinic
- Visiting any Department of Public Health (DPH) Clinic, or
- Visiting the [SUDRS Website](#) and clicking on the “Order Free Naloxone” button.



Note: Clients can be given 1 (one) to 2 (two) units of naloxone nasal spray at a time, depending on their need.

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Naloxone Distribution Project Procedure, Continued

Administration Inventory Tracking and Re-Ordering Procedure

The following outlines the steps SUDRS staff will take in order to maintain inventory levels of naloxone distributed and to re-order when inventory levels deem it necessary:

Step	Action
1	Designated SUDRS Administration staff will update the SUDRS Internal Narcan Tracking Log monthly with distribution information on the paper Narcan Master Log.
2	Designated SUDRS Administration staff will monitor the online Tracking Log and initiate the process of submitting a reorder request from the Naloxone Distribution Process when inventory reaches 500 or less.

SUDRS Internal Narcan Tracking Logs are located here: [\\dbh-fs01\Alcohol_Drug_Services\SADS\ADS Secretaries Share\2- SUDRS Leadership\Narcan - Fentanyl - Deterra Distribution](#) (authorized access only).

Related Policy or Procedure

DBH Standard Practice Manual and Departmental Forms:

- Naloxone Supply Order Form (MDS038)
 - 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)
 - Naloxone Distribution Project Policy (MDS2032)
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Reference(s)

- [California Civil Code, Section 1714.22](#)
 - [AB816](#)
 - [SB641](#)
 - [AB1166](#)
 - [DHCS Naloxone Distribution Project](#)
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