

PROCEDURES

A. Training

1. This policy on the use of Narcan is accessible in PowerDMS.
2. The Administrative Sergeant will ensure all newly hired police officers receive training in the use of Narcan.
3. Supervisors will ensure all other employees receive training prior to the issuance of Narcan.

B. Officer Responsibilities

1. Upon arrival at the scene of an opiate overdose, the employee shall take the following steps and also assess the patient for signs and symptoms of overdose.
 - a. Ensure medical personnel have been dispatched to the scene before administering Narcan.
 - b. Ensure a supervisor has been dispatched to the scene.
 - c. Ensure the scene is safe for both officers and arriving medical personnel.
 - d. Ensure precautions are taken to prevent exposure to bodily fluids and blood-borne pathogens. Employees will utilize personal protective equipment which at minimum shall include gloves.
 - e. Check the individual with the possible overdose for the following symptoms: (1) Unresponsive to the touch or your voice (rub firmly on the middle of their chest). Note** Narcan shall not be administered to conscious patients (2) Slow or shallow breathing or not breathing at all; (3) Check for pinpoint pupils (black circle in the center of the colored part of the eye is very small); (4) Fingernails or lips are blue or purple.
 - f. Administer one dose (one vial) of Narcan in accordance with training provided.
 - g. If person is not breathing, start CPR.
 - h. If there is no change after 2-3 minutes and medical personnel have not arrived, administer a second dose (one vial) of Narcan in the opposite nostril. No more than two (2) doses of Narcan should be administered by PD personnel.
 - i. Continue CPR until medical personnel arrive or the individual is breathing again.
 - j. Once the individual continues breathing, roll them to the recovery position and monitor their status. Be aware the individual may vomit from administration of Narcan.
2. Employees are recommended to have another employee with them prior to administering Narcan due to the potential for a combative recovery.
3. Employees should keep in mind that the administration of Narcan is generally effective within two (2) to three (3) minutes of administration. Additionally, Narcan will wear off after thirty to forty minutes. Therefore, it is critical that whenever this drug has been administered that the individual be immediately removed to the hospital to be monitored by trained medical personnel. Treat and release of persons that have been administered Narcan is prohibited.
4. Treatment of suspected opioid overdose must be performed by someone other than the affected person.
5. The employee administering the Narcan shall remain with the patient until turned over to medical personnel to monitor their condition and administer follow up treatment if necessary.

C. Documentation

1. Each time an employee administers Narcan, the employee shall obtain a case number and document the nature of the incident, the care the victim received, and the fact that Narcan was administered in a detailed information report. The report must be completed prior to the end of the officers shift. 2. If any substance found at the scene is logged as evidence, the employee shall follow department policies on evidence collection 3. Used Narcan kits can be placed in general trash at any city facility or the bio-hazard disposal bin on the ambulance. 4. The Captain shall maintain records of issuance and inventories of Narcan supplies. 5. If an employee's issued Narcan is misplaced, stolen or lost, the employee will immediately report it to the chain of command in the form of written e-mail.

D. Issuing Narcan and Maintenance

1. Employees shall obtain Narcan kits from the Captain. 2. It shall be the responsibility of employees to inspect Narcan kits issued to them for expiration dates and damage. Narcan kits with expiration dates or damages will be replaced with new kits by the Captain. Expired kits will be disposed of in a bio-hazard box. 3. Storing Narcan nasal spray kits: a. Store at room temperature, between 59°F to 77°F. b. Do not freeze Narcan nasal spray. c. Keep Narcan nasal spray in the box until ready to use. Protect from light. d. Replace Narcan nasal spray before the expiration date on the box. e. Keep Narcan nasal spray out of the reach of children. d. Inspection of Narcan kits will be conducted by the individual Patrol shift supervisors and documented on the monthly Vehicle Inspection Form. e. Narcan shall not be left in parked, non-running vehicles where high temperatures will damage the product. It is recommended that officers carry the product in their daily "go-bag". F. Narcan shall be stored in the unopened carton until contents are used.