



**DONNELLY  
COLLEGE**  
EST. 1949

## **Naloxone Administration Policy (Procedures)**

Approved Date: 10.2023  
Approved by: Admin. Council  
Responsible Official: COO

### **Naloxone Administration Policy**

Employees of Donnelly College will use Narcan brand naloxone hydrochloride nasal spray to treat an opioid emergency or a possible opioid overdose with signs of breathing problems and severe sleepiness or not being able to respond. All employees will undergo annual training in the administration of Narcan. (<https://stopoverdose.org/watch-an-opioid-overdose-training-video/>)

### **Procedures**

1. Narcan will be secured from *First Call* or, if possible, a standing prescription from a local pharmacy.
2. Narcan kits will contain Narcan nasal spray, written materials with visuals, gloves, alcohol pads and rescue breathing masks.
3. Medication will be stored based on manufacturer's recommendations, and the locations will be made public to all employees. Inspections of all Donnelly College-issued Narcan kits will be inspected every six months to ensure the kits have not expired.

### **Administering**

1. Whenever possible, public safety personnel (police, fire department, paramedics) will be the primary responders who administer the Narcan.
2. Before administering the medication, the primary responder will:
  - Call 9-1-1 and request immediate medical response;
  - Attempt to get consent from the person being treated.
3. Additional personnel, responding to the scene, will:
  - Assist in directing emergency medical services (EMS) to the scene;
  - Assist in providing rescue breathing, if needed;
  - Assist in calming the individual receiving the naloxone.
4. The primary responder who administers the naloxone should note the time and dose(s) given to the affected person for notification to EMS personnel and for reporting purposes.

5. In cases where an employee administers naloxone, a report should be made to the Dean of the College as soon as practical to include:
  - Approximate time doses were administered.
  - Circumstances of the incident, such as location, how the responder was notified, etc.
  - If the dose(s) were effective
  - Any other intervention provided