

Narcan (Naloxone) Administration Policy

Approved June 8, 2020

To combat the continuing rise in opioid related deaths in New York State and potentially save a life, the Kinderhook Memorial Library has instituted an Opioid Overdose Prevention Program. This document sets forth the required policies and procedures necessary to provide and maintain Naloxone (Narcan) Nasal Spray on-site to ensure ready and appropriate access for use during emergencies to any patron or staff member suspected of having an opioid overdose. The Kinderhook Memorial Library partners with Project Safe Point, a New York State Department of Health (NYSDOH) Registered Opioid Overdose Prevention Program.

New York State Legal Framework

To combat the continuing rise in opioid related deaths in New York State, laws were recently amended to allow New York State's Public Libraries to participate in opioid overdose prevention programs by partnering with a NYSDOH Registered Opioid Overdose Prevention Program operated by another organization. Public Libraries who choose to participate and acting reasonably and in good faith, shall not be subject to criminal, civil or administrative liability solely by administering naloxone and may maintain naloxone nasal spray on-site in adequate supplies.

Applicable New York State Laws

- [Education Law §922](#) & [Commissioner's Regulations §136.8](#): permits schools districts, boards of education, charter schools, non-public schools, and public libraries to participate in opioid overdose prevention programs.
- [Public Health Law §3309](#) and its implementing regulation ([10NYCR §80.138](#)): establishes opioid overdose prevention programs which allow trained individuals to administer naloxone. Under this law and regulations, administration of naloxone shall be considered first aid or emergency treatment for purposes of any statute relating to liability.

Given the ready availability of the over-the-counter Naloxone (Narcan) Nasal Spray within the community, the ease of administration of a nasal spray, the absence of side effects and the potential lethal consequences of an untreated opioid overdose, Project Safe Point encourages the administration of an emergency dose of Naloxone (Narcan) Nasal Spray to any individual who meets criteria for a possible opioid overdose by any library staff member, library volunteer or library patron.

Project Safe Point defines Training as: reading and administering the Naloxone (Narcan) Nasal Spray according to the package insert and/or reading and administering the Naloxone (Narcan) Nasal Spray according to the directions in the Opioid Overdose Response Instructions Overdose found in the Opioid Overdose Binder at the Front Desk of the library).

Enhanced training In Naloxone administration will be scheduled for staff upon their request.

Storage

Naloxone (Narcan) Nasal Spray overdose kit will be stored, consistent with the manufacturers' guidelines, in an unlocked drawer at the Library's circulation desk thereby allowing for ready access in the event of an emergency.

Inventory

A log of naloxone supply and expiration date will be completed annually and kept in the Opioid Overdose Binder at the Library's circulation desk.

Reporting

An incident report will be completed whenever naloxone is administered. Incident Report Forms can be found in the Opioid Overdose Binder at the circulation desk of the Library.

Copies of all reports will be kept to allow evaluation of the opioid overdose program.

A staff member will report to the Clinical and Program Directors at Project Safe Point, the partner NYSDOH Opioid Overdose Prevention Program, when the naloxone nasal spray is administered or needs to be replaced because of expiration.

Opioid Overdose Binder

To ensure that Naloxone (Narcan) Nasal Spray directions for use for, medication information, pertinent contact information, etc. are readily available in the event of an opioid overdose emergency, an Opioid Overdose Binder is maintained at the Library's circulation desk.

The binder contains:

- Opioid Overdose Response Instructions in both English and Spanish.
- Project Safe Point Contact Information
- Incident Report Form
- Naloxone (Narcan) Nasal Spray Inventory Record
- Patient Education Sheet for Naloxone Nasal Spray.
- Drug Information Sheet for Naloxone Nasal Spray.

Emergency Response

Someone experiencing an opioid overdose needs immediate medical attention and emergency response intervention.

Step 1: Identify Opioid Overdose and Call for Emergency Medical Help:

1. **Check for signs of an overdose:**
 - Person does not wake up after you shout their name, shake their shoulders and rub your knuckles hard against their chest.
 - Breathing is slow, irregular or has stopped, center of the eye is very small, like a pinpoint
2. **Call 911** or ask someone to call for you immediately.
Say the person is unresponsive and may be experiencing an overdose.
3. **Lay the person on their back on the floor.**

Step 2: Give Narcan Nasal Spray:

1. **Remove device from package.** Do not test device - only one dose per device.
2. **Tilt the person's head back** and provide support under their neck with your hand.
3. **Hold the device** with your thumb on the bottom of the plunger. Put your first and middle fingers on either side of the nozzle.
4. **Gently insert the tip of the nozzle into one nostril.** Your fingers should be right up against the nose. If giving to a child, make sure the nozzle seals the nostril.
5. **Press the plunger firmly** with your thumb to give the dose.
6. **Remove** the device from the nostril.

Step 3: Evaluate and Support:

1. **Move** the person on their side. Watch them closely.
2. **Give a second dose after 2-3 minutes** if the person has not woken up or their breathing has not improved. Give second dose in the other nostril.
3. **Follow the directions of the 911 Operator.**

KINDERHOOK MEMORIAL LIBRARY
INCIDENT REPORT

Staff: Please complete this report for any accidents, injuries, emergencies, conflicts or other incidents out of the ordinary involving patrons or staff. Please provide as much detail about the occurrence as possible. Forward the report to the Library Director.

REPORTED

BY: _____

DATE, TIME AND

PLACE: _____

STAFF MEMBERS PRESENT OR

INVOLVED: _____

LIBRARY PATRON(S) PRESENT OR INVOLVED (include names addresses and phone numbers):

PLEASE DESCRIBE THE INCIDENT IN DETAIL (use other side or additional sheets if necessary):
