



Policy Number:	22-05
Policy Name:	Naloxone Distribution Policy
Authority:	National Naloxone Distribution Project (NDP) Funded by Substance Abuse and Mental Health Services Administration (SAMHSA) and Administered by Department of Health Care Services (DHCS); California Civil Code Section 1714.22 Standing Order; Behavioral Health Information Notice 22-025
Original Policy Date:	September 15, 2022
Most Recent Edit:	November 13, 2024
Supersedes:	N/A
Attachments:	A. AOD/Pharmacy Naloxone Receipt and Distribution Records B. Clinic/Program Naloxone Log C. Naloxone Training Tracker

PURPOSE

The NDP aims to combat opioid overdose-related deaths through the provision of free naloxone nasal spray throughout California. The purpose of BHRS Naloxone Policy is to establish policy and procedure for participation in the NDP and fulfill its program requirements for safe storage and distribution of intranasal naloxone. Additionally, it fulfills the requirement of BHIN as the program expands to BHRS residential facilities.

DEFINITIONS

Throughout the document, references to “naloxone” will refer to the intranasal formulation of the opioid antagonist used for the acute treatment of opioid overdose. The “pharmacy” will refer to BHRS Pharmacy Team. The “program” will refer to approved participating programs.

POLICY

The standing order issued by the state Public Health Officer (authorized by California Civil Code Section 1714.22):

- 1) allows community organizations and other entities in California that are not currently working with a physician, to distribute naloxone to a person at risk of an opioid-related overdose or to a family member, friend, or other person in a position to assist; and
- 2) allows for the administration of naloxone by a family member, friend, or other person to a person experiencing or reasonably suspected of experiencing an opioid overdose.



Through the NDP, qualified organizations and entities may request free naloxone from DHCS and have it directly shipped to their address. AOD team and BHRS Pharmacy team will request, receive, and store naloxone shipments from the NDP. They will serve as hubs for wide distribution of naloxone to participating San Mateo County programs serving high-risk patients. Designated program champions will be responsible for coordinating obtaining supplies, tracking staff training, and naloxone reversals.

Participating programs shall adhere to laws and regulations related to naloxone distribution.

PROCEDURE/PROTOCOL

1. Naloxone supply acquisition

- a. AOD Team and Pharmacy Team will submit separate application(s) to NDP annually or as needed
- b. DHCS will deliver shipments of naloxone to BHRS Pharmacy and AOD Team at the designated addresses in San Mateo County.

2. Storage of Naloxone supply

- a. Naloxone will be stored in locked storage space
- b. Naloxone will be stored separately from pharmacy medications in a safe and secure location

3. AOD/Pharmacy Naloxone Receipt and Distribution Records (Refer to Attachment A)

- a. AOD/Pharmacy will log receipt of naloxone shipments with date, quantity, expiration date and lot numbers
- b. For each naloxone order provided to programs, AOD/Pharmacy will log the program name, pickup date, quantity provided, expiration date, LOT number
- c. With each re-order from the programs, AOD/Pharmacy will note the number of reversals as reported by programs
- d. AOD/Pharmacy will send the naloxone reversal information to NDP upon reordering

I. Procedure for Participating Programs

A. Program participation

1. BHRS and BHRS-affiliated programs may request to participate and receive naloxone by contacting Medical Director or AOD Deputy Director or their designee
2. Each program shall have designated champions who will coordinate naloxone distribution including reordering and tracking of reversals
3. Programs that prefer to order directly from the State can do so via [NaloxoneStandingOrder \(ca.gov\)](http://NaloxoneStandingOrder.ca.gov)

B. Naloxone storage

1. Naloxone can be stored in designated naloxone vending machines with inventory



stored in a locked space separate from the vending machines.

2. Naloxone is not required to be stored within a medication room. However, if stored in a medication room, they must be stored separately from other medications
3. DHCS licensed SUD recovery or treatment facilities (per AB 381 (HSC, Section 11834.26)) must:
 - 1) maintain, at all times, at least two unexpired doses of naloxone, or any other opioid antagonist medication that is approved by the FDA for the treatment of an opioid overdose
 - 2) have at least one staff member, at all times, on the premises who knows the specific location of the naloxone, or other FDA-approved opioid antagonist medication, and who has been trained in its administration.

C. Obtaining Naloxone from AOD or Pharmacy Team:

1. To request naloxone from Pharmacy Team, program will email hs_bhrrs_pharmacy@smcgov.org
2. To request naloxone from AOD team, program will email rbrown2@smcgov.org
3. Program champions will coordinate pickup of the naloxone supply with AOD/Pharmacy Team
4. Program champions will restock the vending machines on site
5. Program shall report total number of naloxone reversals with each reorder, regardless of the source of naloxone

D. Naloxone distribution

1. Naloxone may be distributed by clinic staff who have completed naloxone distribution training. Both clinical and non-clinical staff may participate
2. AOD: naloxone may be distributed through self-service vending machines located on the program premises
3. Naloxone should be given and/or distributed to any person who requests it, regardless of history and is not restricted to patients/clients of the program
4. Staff are encouraged to provide appropriate training on naloxone to individuals who receive naloxone, may use naloxone brochure English or naloxone brochure Spanish
5. **Training video on naloxone is initiated upon request for naloxone at the vending machines.**

E. Documentation in clinic/program naloxone log (refer to attachment b)

1. Naloxone distribution will be documented in the Naloxone log, including date of distribution, quantity given, and naloxone training provided
2. For programs with a naloxone vending machines, the software will provide monthly



reports that include date, time, and quantity of naloxone dispensed.

3. Each program will track the number of reversals the program is aware of, regardless of naloxone source, and report to AOD/BHRS pharmacy upon reordering naloxone.

F. Training (refer to Training Tracker in Attachment C)

1. Staff distributing naloxone are required to receive training on opioid overdose prevention and treatment
2. Minimum training requirements:
 - i. The causes of an opiate overdose
 - ii. Mouth to mouth resuscitation (but should only be given if using a mouth guard for Covid-19 safety)
 - iii. How to contact appropriate emergency medical services (call 911)
 - iv. How to administer the intranasal naloxone
3. Each program will maintain records of all staff who have completed training.
4. **DHCS licensed SUD recovery or treatment facilities** (per AB 381 (HSC, Section 11834.26)) must have at least one staff member, at all times, on the premises who has been trained in the administration of naloxone, or any other opioid antagonist medication that is approved by the FDA for the treatment of an opioid overdose. Training shall include review of online resources and the [National Harm Reduction Coalition's Opioid Overdose Basics](#) website to respond effectively to an opioid-associated overdose emergency. Staff shall certify that they have reviewed and undergone training in opioid overdose prevention and treatment. Proof of completion of such training shall be documented in the staff member's individual personnel file, in accordance with California Code of Regulations (CCR), Title 9, Section 10564(k).
5. Additional approved training programs/resources:

Recommended staff training

- a. How to Use Narcan with the DOPE Project (~10 min)
<https://www.youtube.com/watch?v=bUtYpbdUSus>
- b. Administering Naloxone- Training Video (~10 min)
<https://www.youtube.com/watch?v=nurz9qPGKws&feature=youtu.be>
- c. Other training programs/resources recognized by medical director/designee



SAN MATEO COUNTY HEALTH

BEHAVIORAL HEALTH & RECOVERY SERVICES

SIGNATURES

Approved _____ *Signature on File*
Dr. Jei Africa, PsyD, FACHE
BHRS Director

Approved _____ *Signature on File*
Barbara Liang-Krukar, PharmD
BHRS Pharmacy Director

Approved _____ *Signature on File*
Tasha Souter, MD
BHRS Medical Director

Approved _____ *Signature on File*
Clara Boyden
BHRS Deputy Director of AOD Services

REVISION HISTORY

Date of Revision	Type of Revision	Revision Description
11/13/24	Amend	Policy: updated with info on naloxone vending machines and SUDs involvement in the process