



DRUG OVERDOSE PREVENTION PROGRAM (DOPP)

I. POLICY:

The Office of Statewide Pretrial Services (OSPS) will distribute naloxone nasal spray (NARCAN), a safe and effective opioid overdose reversal medication, to any OSPS employee who wishes to voluntarily participate in this program and who completes training and education for naloxone distribution and administration. The OSPS DOPP program will increase access to this resource which can save lives by preventing overdose deaths.

II. DEFINITIONS:

Naloxone: a medication approved by the Food and Drug Administration (FDA) designed to rapidly reverse opioid overdose. It is an opioid antagonist which means that it binds to opioid receptors and can reverse and block the effects of other opioids, such as heroin, morphine, and oxycodone. Naloxone is administered when a patient is showing signs of opioid overdose. It is a temporary treatment and its effects do not last long. The medication can be given by intranasal spray (into the nose) and the patient must receive medical intervention as soon as possible after administration.

III. AUTHORITY:

Drug Overdose Prevention Program 20 ILCS 301/5-23

Good Samaritan Act 745 ILCS 49/75

SUPPORTING MATERIALS:

State of Illinois Overdose Action Plan (SOAP)

Substance Abuse and Mental Health Services Association (SAMSHA) Opioid Overdose Prevention TOOLKIT (2018)

Illinois Department of Human Services (IDHS), Division of Substance Abuse Prevention and Recovery (SUPR) Program Guidelines

RELATED POLICIES:

Employee Incident Policy

Defendant Incident Policy



IV. PROCEDURE

A. Acquisition, Storage and Distribution

1. The OSPS Support Services Chief shall be the Official Designee who is responsible for the management and oversight of the OSPS Drug Overdose Prevention Program.
 - a. Duties of the Official Designee include program documentation and records, including training logs; usage reports; data submission; management of inventory and program materials; and procurement, storage, and distribution of opioid antagonist kits to eligible OSPS employees.
2. NARCAN kits will be stored at the Springfield office for distribution to counties on an as needed basis. The kits do not need to be in a locked space and should be easily accessible.
3. When supplies are running low, the Region Chief or their designee shall notify the Support Services Chief via email.
4. NARCAN may be damaged by extreme temperatures and shall be stored below 77°F.
 - a. NARCAN should not be stored in vehicles or exposed to heat above 104°F.
 - b. NARCAN may be carried on a person but shall be stored in a climate-controlled office space when not being transported.
5. NARCAN kits that have been damaged, are unusable, expired or deployed shall be disposed of and replaced.

B. Training

1. OSPS staff shall complete an approved training course before training, distributing, or administering naloxone (NARCAN nasal spray).
2. Training shall be completed through the IDHS DOPP Training webinar: Opioid Overdose Prevention & Naloxone Training. Once the webinar has been completed, the IDHS quiz shall be completed to receive the training certification. The training and the quiz can be found at <https://www.dhs.state.il.us/page.aspx?item=58142.aspx>.
3. All trained OSPS employees may train other non-OSPS individuals on the administration of naloxone (NARCAN nasal spray), such as individuals who use drugs, in addition to their family and community members.

C. Community-based Overdose Education and Naloxone Distribution (OEND)

1. Individuals may receive a naloxone (NARCAN nasal spray) kit at no cost to take home.
 - a. There is no limit to the number of kits an individual may receive. These individuals may distribute to others at risk.
 - b. Those receiving a kit shall remain anonymous.
2. The DOPP Smartsheet shall document the number of individuals trained on how to use NARCAN and the number of NARCAN kits distributed each date.



D. Self-Service Locations

1. OSPS offices may provide self-service access points (i.e., a basket of kits located in a waiting room) in OSPS office locations where individuals may take a NARCAN kit without having to disclose or request a need for a kit.
2. The DOPP Smartsheet shall be completed each time a self-service location is restocked.

E. Administration of Naloxone

1. All trained OSPS employees are considered overdose responders and may administer naloxone nasal spray (NARCAN) when they believe in good faith another person is experiencing a drug overdose.
2. OSPS employees shall call for EMS/Paramedic Unit (911) and notify dispatch of the situation and location. It is critical that when NARCAN is deployed the OSPS employee call 911, so the individual may receive emergency medical care.
3. When using the NARCAN kit, officers will perform a patient assessment to determine unresponsiveness.
 - a. Assessment includes checking the victim for absence or reduction in responsiveness, pulse, and/or breathing.
 - b. If no pulse, notify incoming emergency responders.
 - c. If pulse is present and the victim is unconscious, assess breathing status.
 - d. If breathing is decreased and overdose is suspected (i.e., based on history, evidence on scene, bystander reports, physical examination) then proceed with administering NARCAN.
4. Administer a full dose using one NARCAN device by inserting the tip of the nozzle into either nostril, and press the plunger firmly. Each NARCAN nasal spray has 1 dose and cannot be reused. Additional instructions are attached.
5. If there is no response after 3 minutes, a second dose of NARCAN can be administered.
6. Continue to monitor breathing and pulse. If breathing increases and there is no evidence of trauma, place the victim in the recovery position, on their side, to prevent choking.
7. Keep responding to emergency responders, advising of patient status when able to do so and give a full report when they arrive.
8. The effects of NARCAN are limited and can wear off. If an individual refuses medical care, it shall be noted in the incident report.
9. Complete documentation and internal department procedures for restocking and documentation, including an incident report.

F. Record Keeping

1. In the event an OSPS employee administers naloxone, the Employee (coworker or community member) or Defendant (defendant, level 1) Incident Report Smartsheet



The Office of Statewide Pretrial Services
Policy and Procedure
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form shall be completed immediately, a DOPP Smartsheet shall be completed, and the Support Services Chief shall be notified by end of shift.

- a. By the 10th of each month, the Support Services Chief or their designee shall enter the previous months data into the DOPP portal (ilsavesod.org) for reversals, distribution, and training.

**Instructions for Use
NARCAN (nar' kan)
(naloxone hydrochloride)
Nasal Spray**

You and your family members or caregivers should read the Instructions for Use that comes with NARCAN Nasal Spray before using it. Talk to your healthcare provider if you and your family members or caregivers have any questions about the use of NARCAN Nasal Spray.

Use NARCAN Nasal Spray for known or suspected opioid overdose in adults and children.

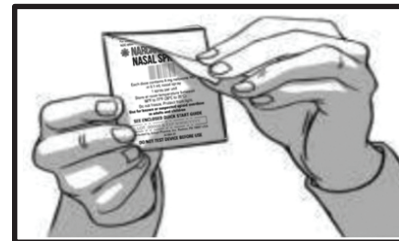
Important: For use in the nose only.

- **Do not remove or test the NARCAN Nasal Spray until ready to use.**
- **Each NARCAN Nasal Spray has 1 dose and cannot be reused.**
- **You do not need to prime NARCAN Nasal Spray.**

How to use NARCAN Nasal Spray:

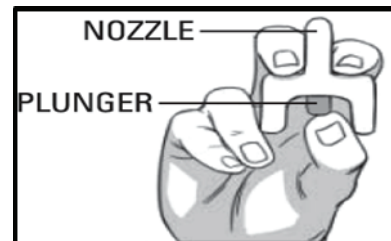
Step 1. Lay the person on their back to receive a dose of NARCAN Nasal Spray.

Step 2. Remove NARCAN Nasal Spray from the box. Peel back the tab with the circle to open the NARCAN Nasal Spray.



Note: NARCAN Nasal Spray freezes at temperatures below 5°F (-15°C). If this happens, the device will not spray. Get emergency medical help right away if this happens. Do not wait for NARCAN Nasal Spray to thaw. NARCAN Nasal Spray may still be used if it has been thawed after being previously frozen.

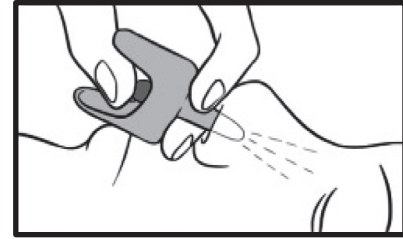
Step 3. Hold the NARCAN Nasal Spray with your thumb on the bottom of the red plunger and your first and middle fingers on either side of the nozzle.



Step 4. Tilt the person's head back and provide support under the neck with your hand. Gently insert the tip of the nozzle into **one nostril** until your fingers on either side of the nozzle are against the bottom of the person's nose.



Step 5. Press the red plunger firmly to give the dose of NARCAN Nasal Spray.

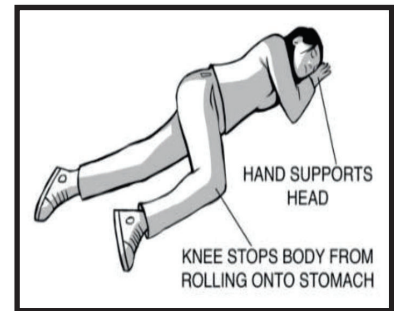


Step 6. Remove the NARCAN Nasal Spray from the nostril after giving the dose.

What to do after NARCAN Nasal Spray has been used:

Step 7. Get emergency medical help right away.

- Move the person on their side (recovery position) after giving NARCAN Nasal Spray.
- Watch the person closely.
- If the person does not respond by waking up, to voice or touch, or breathing normally another dose may be given. NARCAN Nasal Spray may be dosed every 2 to 3 minutes, if available.
- Repeat **Steps 2 through 6** using a new NARCAN Nasal Spray to give another dose in the other nostril. If additional NARCAN Nasal Sprays are available, Steps 2 through 6 may be repeated every 2 to 3 minutes until the person responds or emergency medical help is received.



Step 8. Put the used NARCAN Nasal Spray back into its box.

Step 9. Throw away (dispose of) the used NARCAN Nasal Spray in a place that is away from children.

How should I store NARCAN Nasal Spray?

- Store below 77°F (25°C).
- Excursions permitted up to 104°F (40°C).
- Do not freeze or expose to excessive heat above 104°F (40°C).
- Keep NARCAN Nasal Spray in the box until ready to use. Protect from light.
- Replace NARCAN Nasal Spray before the expiration date on the box.

Keep NARCAN Nasal Spray and all medicines out of the reach of children.

This Instructions for Use has been approved by the U.S. Food and Drug Administration.

Distributed by Adapt Pharma, Inc. Plymouth Meeting, PA 19462 USA.

For more information, go to www.narcannasalspray.com or call 1-844-4NARCAN (1-844-462-7226).

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