**NALOXONE KIT AND OVERDOSE REVERSAL TRAINING GUIDELINES AND PROCEDURES**

**Staff Guidelines**

The Public Health Education Specialists and the Public Health Nurses are the only staff who may provide naloxone kits and overdose reversal training to lay responders, either individually or in a group/community setting. These designated staff members will need to do the following prior to distributing naloxone kits and providing overdose reversal training:

1. Read Indiana Code 16-42.27, “Drugs: Overdose Intervention Drugs”.
2. View the training video available on optin.in.gov’s website under “Training/Treatment Resources”.
3. Practice and demonstrate the ability to assemble the naloxone kit and administer naloxone using the demonstration kits.
4. Review the training application and consent form, data collection tool, overdose signs and symptoms handout, lay responder step-by-step guide for responding to an overdose, and substance abuse treatment resource guide.
5. Conduct a mock training session with the Part-Time Public Health Education Specialist to demonstrate ability to adequately administer training to lay responders.

Once designated staff has successfully conducted a mock training session, they may begin distributing naloxone kits and overdose reversal training to lay responders.

The Part-Time Public Health Education Specialist will upload the training video to a designated laptop and create fifty (50) training packets to be used by staff when conducting training. The training packets will include:

* Lay Responder Rescue Kit Application and Consent Form
* A copy of Indiana Code 16-42.27, “Drugs: Overdose Intervention Drugs”
* List of common opioids
* List of opioid signs and symptoms
* List of Hendricks County naloxone providers
* Central Indiana Substance Abuse Resource Guide

The training packets will be kept in the locked cabinet with the naloxone rescue kits in the Public Health Nursing Clinic. The Part-Time Public Health Education Specialist will also create a “Lay Responder Completed Forms” folder that will be kept in the locked cabinet with the naloxone rescue kits.

Once per month, the Part-Time Public Health Education Specialist will input the information collected from the completed application and consent forms into the data collection tool. Quarterly, the Part-Time Public Health Education Specialist will submit the updated data collection tool to the Indiana State Department of Health.

**Individual Training Procedure**

1. Lay responders will either call the Hendricks County Health Department to schedule individual trainings or the Public Health Nurses will identify lay responders through their communicable disease investigations and offer individual training.
	1. Lay responders must currently be using an opiate drug, are in recovery for opiate drug use, or are in contact with populations at-risk of opioid overdose, such as a using family member.
	2. Appointments must be scheduled over the phone or in person; they may not be scheduled via email.
2. Designated staff will schedule an individual, 25 minute appointment in the Public Health Nursing Clinic with the lay responder seeking a naloxone kit and overdose reversal training.
	1. Staff will ask the lay responder for their phone number and 2-3 dates and times that would be available over the upcoming two weeks to schedule the appointment.
	2. Staff will review the clinic appointment schedule to determine if the time proposed by the lay responder is available.
	3. Staff will call the lay responder back and let them know the date and time of their appointment, address of the Hendricks County Government Center, location of the clinic within the building, and a contact number in case they need to cancel or reschedule.
	4. If a desirable date and time cannot be reached between staff and the lay responder, staff will refer the lay responder to the naloxone provider map on optin.in.gov or provide the names, locations, and contact information of providers in Hendricks County.
3. Prior to the appointment, the staff member will gather the following:
	1. Laptop with the training video
	2. Training packet
	3. Pen
	4. Clipboard
	5. Demo Naloxone rescue kit
	6. Naloxone rescue kit
4. When the lay responder arrives at clinic for their appointment, the staff member providing the training will give the lay responder the “Lay Responder Naloxone Rescue Kit Training Application and Consent Form” to complete and sign.
	1. The lay responder must complete and sign the first page of the form prior to administering training. If the lay responder will not complete the form, they cannot receive the training or naloxone kit.
	2. Completed forms will be given to the staff member providing the training.
	3. Additionally, the staff member should also ask the layperson if they would like to read through the Hendricks County Health Department’s Notice of Privacy Practices.
5. The staff member will lead the lay responder to their designated clinic room or private office to conduct the training.
6. Once in the clinic room/office, the staff member will do the following:
	1. Introduce themselves to the lay responder.
	2. Affirm that the lay responder is a person at risk of experiencing an opioid-related overdose or that they are a family member, friend, or other individual or entity in a position to assist an individual who, there is reason to believe, is at risk of experiencing an opioid-related overdose.
		1. If the lay responder cannot affirm that they qualify for a naloxone rescue kit, politely end the training session and escort them out of the clinic room/office.
	3. Play the training video for the lay responder.
	4. Reiterate the signs and symptoms of an opioid overdose and how to respond to and treat an overdose with naloxone.
	5. Demonstrate to the lay responder how to put together the naloxone rescue kit using the demonstration kit. Allow them to practice and demonstrate their ability to put together and use the kit. Continue practicing until the lay responder can proficiently put together and use the kit.
	6. Reiterate that the lay responder must call 911 when they use the naloxone rescue kit and remain at the scene until emergency services arrive.
	7. Review the substance abuse treatment resource guide and encourage the lay responder to seek treatment and/or support services for themselves or their at-risk individual(s).
	8. Inform the lay responder that they are now trained to use the naloxone rescue kit, that the kit is being issued specifically to them to use in case of an overdose, and that the kit cannot be resold.
	9. Review the pre- and post-survey in the naloxone rescue kit with the lay responder, explain that the survey helps identify overdose intervention needs in the community, and ask that they complete the pre-survey now and the post-survey after they use the kit and the emergency has passed.
	10. Write down the survey number on the naloxone kit being given to the lay responder on the sticker on the kit’s packaging and on the lay responder’s application and consent form in the designated boxes.
	11. Give the lay responder back their application and consent form to complete the second page.
	12. Take back the application and consent form and pre-survey from the lay responder and give them their naloxone rescue kit and training materials reviewed during the training.
		1. If the lay responder refuses to complete the second page of the application and consent form, do not give them the naloxone rescue kit.
		2. If the lay responder refuses to complete the pre-survey, give them the naloxone rescue kit as it is a voluntary form.
	13. Ask the lay responder if they have any questions. Give them a business card and let them know they can contact the staff member with any questions in the future.
	14. Thank them for coming out and escort them out of the clinic room/office.
7. The lay responder leaves the Health Department.
8. The staff member places the completed application and consent form into the “Lay Responder Completed Forms” folder located in the locked cabinet next to the naloxone rescue kits.
9. Lastly, the staff member mails the pre-paid Part One Postcard Survey that was filled out by the Lay Responder.

**Group Training Procedure**

1. Quarterly, the Part-Time Public Health Education Specialist will work with the Full-Time Public Health Education Specialist and the Hendricks County Health Partnership’s Substance Abuse Work Group to pick and date and time to host a 45-minute group training session in Plainfield (target location).
2. The Part-Time Public Health Education Specialist will identify and secure a venue to host the group training session.
3. The Full-Time Public Health Education Specialist will create promotional materials (e.g. fliers, Facebook posts, tweets, media releases)about the training session with RSVP instructions. Both Public Health Education Specialists will share these materials with the Substance Abuse Work Group, media and lay contacts, and on social media.
4. Lay responders will call the Part-Time Health Education Specialist Hendricks County Health Department to RSVP for the group training.
	1. Lay responders must currently be using an opiate drug, are in recovery for opiate drug use, or are in contact with populations at-risk of opioid overdose, such as a using family member.
	2. A minimum of four (4) RSVPs from lay responders is needed to host a group training session.
	3. The maximum number of attendees is determined by the amount of kits left.
5. Prior to the group training, the Part-Time Public Health Education Specialist will gather the following:
	1. Laptop with the training video and extension cords
	2. Projector
	3. Training packets (one per lay responder who RSVPs plus two extras)
	4. Pens
	5. Clipboards
	6. Demo Naloxone rescue kit
	7. Naloxone rescue kits (one per lay responder who RSVPs plus two extras)
	8. Locking bag
6. The Public Health Education Specialists will arrive at the training venue, set-up chairs and tables to accommodate the lay responders, set-up the computer and projector for the training video, and organize the training packets.
7. When the lay responders arrive at the training location, the Public Health Education Specialists will give each lay responder the “Lay Responder Naloxone Rescue Kit Training Application and Consent Form” to complete and sign, along with a training packet.
	1. The lay responder must complete and sign the first page of the form prior to administering training. If the lay responder will not complete the form, they cannot receive the training or naloxone kit.
	2. Completed forms will be given to the staff member providing the training.
8. Within ten (10) minutes of the training start time, the Part-Time Public Health Education Specialist will instruct lay responders to take a seat so the training can begin.
9. Once all lay responders are seated, the Part-Time Public Health Education Specialist will do the following:
	1. Introduce themselves to the lay responders.
	2. Inform the lay responders that this is a group training session and anything shared during the session should be kept confidential; however, the Health Department cannot guarantee confidentiality if information is shared by a lay responder with the group. Ask if any lay responder would like to leave the training at this time.
	3. Affirm that the lay respondersare persons at risk of experiencing an opioid-related overdose or that they are a family member, friend, or other individual or entity in a position to assist an individual who, there is reason to believe, is at risk of experiencing an opioid-related overdose.
		1. If a lay responder cannot affirm that they qualify for a naloxone rescue kit, the Part-Time Public Health Education Specialist will politely ask them to leave the training session.
	4. If appropriate for the audience (such as hotel owners), overdose death data provided by the Hendricks County Health Department may be presented to emphasize prevalence of overdose problem in the county.
	5. Play the training video for the lay responders.
	6. Reiterate the signs and symptoms of an opioid overdose and how to respond to and treat an overdose with naloxone.
	7. Demonstrate to the lay responders how to put together the naloxone rescue kit using the demonstration kit. Allow them to practice and demonstrate their ability to put together and use the kit. Continue practicing until all lay responders can proficiently put together and use the kit.
	8. Reiterate that the lay responders must call 911 when they use the naloxone rescue kit and remain at the scene until emergency services arrive.
	9. Review the substance abuse treatment resource guide and encourage the lay responders to seek treatment and/or support services for themselves or their at-risk individual(s).
	10. Inform the lay responders that they are now trained to use the naloxone rescue kit, that the kit is being issued specifically to them to use in case of an overdose, and that the kit cannot be resold.
	11. Review the pre- and post-survey in the naloxone rescue kit with the lay responders, explain that the survey helps identify overdose intervention needs in the community, and ask that they complete the pre-survey now and the post-survey after they use the kit and the emergency has passed.
	12. Write down the survey number in the naloxone rescue kitsgiven to each lay responder on the sticker on each kit’s packaging and on the lay responders’ application and consent forms in the designated boxes.
	13. Give the lay responders back their application and consent forms to complete the second page.
	14. Take back the application and consent forms and pre-surveys from the lay responders and give them their naloxone rescue kits.
		1. If the lay responder refuses to complete the second page of the application and consent form, do not give them the naloxone rescue kit.
		2. If the lay responder refuses to complete the pre-survey, give them the naloxone rescue kit as it is a voluntary form.
	15. Ask the lay responders if they have any questions. Give each lay responder a business card and let them know they can contact the Part-Time Public Health Education Specialist with any questions in the future.
	16. Thank them for coming out to the training session and release them.
10. The lay respondersleave the training venue. The Public Health Education Specialists will clean up and re-organizes the room as specified by the venue.
11. The Part-Time Public Health Education Specialist places the completed application and consent forms, along with any unused training packets and naloxone rescue kits, into a locked bag to be taken back to the Health Department within 24 hours.
12. Once back at the Health Department, the Part-Time Public Health Education Specialist will place the completed application and consent forms into the “Lay Responder Completed Forms” folder located in the locked cabinet next to the naloxone rescue kits.They will also put any unused training packets and naloxone rescue kits in the locked cabinet.
13. Lastly, the staff member mails the pre-paid Part One Postcard Survey that was filled out by the Lay Responder