**HAMILTON CENTER, INC.**

**OPERATIONS MANUAL**

Section: **MEDICAL SERVICES**  Policy No.: OP.12.11.00.00

Policy: **NARCAN (NALOXONE)** Date Originated: 07/20

**ADMINISTRATION**  Last R/R Date: 05/22

BOD Approval Date: 06/22

Posted: 06/22

PURPOSE

To ensure correct administration of the opioid reversal drug NARCAN. NARCAN will be available at designated Hamilton Center Inc. locations and within the Mobile Crisis Response Team Vehicles. NARCAN is used for known or suspected opioid overdose in adults and children.

POLICY

NARCAN will be administered to consumers in accordance with procedures and within the timeframe approved. NARCAN administration will be documented at the time of administration. NARCAN will be administered by staff who have completed the required NARCAN administration training.

1. DEFINITION

* 1. NARCAN (naloxone): Naloxone is a medication approved by the Food and Drug Administration (FDA) to prevent overdose by opioids such as heroin, morphine, and oxycodone. It blocks opioid receptor sites, reversing the toxic effects of the overdose. Naloxone is administered when a patient is showing signs of opioid overdose.

1. TRAINING

* 1. All existing Hamilton Center Inc. staff who are working in a designated site which will offer NARCAN, will receive an initial training on proper administration and will then be trained annually thereafter. All Crisis Diversion Center, Crisis Receiving Stabilization Services Center and Mobile Crisis Team members will be trained. All New staff will be trained upon hire and annually thereafter. Training will be provided by a representative from Genoa Pharmacy or an Overdose Lifeline training video, both designated NARCAN providers. Training will be documented on an inservice sign-in sheet that will be submitted to HR for filing in the employee record.
  2. The Overdose Lifeline Narcan video Intranasal Adapt <https://www.overdoselifeline.org/how-to-administer-naloxone/> is located on the HCI Intranet under the Clinical Resources tab.

1. STORAGE AND ADMINISTRATION

* 1. NARCAN will be stored in designated location of Hamilton Center Inc. Designated staff will check for the expiration date and proper storage monthly.
  2. The Chief Clinical Officer and Chief of Crisis Services have oversight responsibility for NARCAN Administration.
  3. The Executive Director of Addictions and Substance Abuse Services or designee will be responsible for requesting replacement doses of NARCAN.