

**YAKIMA COUNTY  
NALOXONE (NARCAN) POLICY  
POLICY NO. HR 031**

Signed Copy Available at  
Yakima County Human Resources  
128 N. 2<sup>nd</sup> Street, Room B27  
Yakima, WA 98901

## **I. STATEMENT OF PHILOSOPHY**

The objective of this policy is to successfully manage the use of Naloxone as a lifesaving tool within the County. This policy includes guidelines for program management responsibilities, oversight, and employee training. It is intended to provide program consistency and guidance to County departments and offices wishing to supply Naloxone for their area(s). The Board of County Commissioners authorizes the placement of Naloxone at selected sites in County buildings and on County owned property.

This policy does not create an obligation for an employee to use Naloxone nor is it intended to create any expectation that Naloxone or a trained employee will be present and/or able to administer Naloxone if a condition arises making it beneficial for life saving purposes.

## **II. DEFINITIONS**

**Naloxone:** an opioid receptor antagonist and antidote for opioid overdose produced in intramuscular, intranasal, and intravenous forms. Naloxone is specifically used to counteract life threatening depression of the central nervous system and respiratory system. Narcan is a brand name for intranasal Naloxone. A Naloxone Nasal Spray is used to treat Opioid users experiencing symptoms of Overdose. The Naloxone treatment must only be applied according to the directions specified on each dose of the medication. Trained non-medical personnel can use Naloxone to treat persons suffering from opioid overdose at the earliest possible time to minimize chances of a fatality and/or injury to a person.

**Opioids:** a class of drugs that interact with opioid receptors on nerve cells in the body and brain. Opioids include the entire family of opiates including natural, synthetic, and semi-synthetic forms. Opioids include drugs such as heroin, synthetic opioids such as fentanyl, and pain relievers available legally by prescription such as oxycodone, hydrocodone, and morphine.

**Opioid Overdose:** an acute condition including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death resulting from the consumption or use of an opioid or another substance with which an opioid was combined, or that a layperson would reasonably believe to be an opioid-related drug overdose that requires medical assistance.

**Fixed Locations:** specific location where Naloxone is always stationed in the department/ Yakima County offices for the purpose of reliably locating it in an emergency.

## **III. PURCHASE AND ACQUISITION**

The Department Head/Elected Official may purchase/acquire, arrange for ample stocking, and register the location within their department or office in accordance with this policy and the County's purchasing protocol.

## IV. POLICY MANAGEMENT

### A. Responsibilities:

Yakima County Human Resources:

- Maintain training vendor contracts.
- Maintain a current list of established Naloxone locations within County facilities.
- Monitors and maintains records of employee training.
- Revise and update this policy and vendor contracts as needed.
- Assist Department Heads and Elected Officials with establishing inspection procedures for their department or office.

Department Heads/Elected Officials:

- Purchase and maintain Naloxone supply.
- Place and register the location of Naloxone inventory by following the procedures outlined in Section B.
- Ensure periodic inspections are completed according to policy guidelines and documented by an employee designated by the department/office as outlined in Section C.
- Schedule employees for bi-annual training and maintain current list of trained employees at each Naloxone location.
- Order replacement kits and dispose of expired doses as necessary after use or per manufacturer's and/or FDA recommended expiration specifications whichever occurs sooner.
- If an expired item is not replaced, it can still lawfully be administered, and should be administered.

### B. Placement/Location of Naloxone:

Departments should ensure Naloxone medication is placed in a location, ideally First Aid Stations, where they are secure from public tampering, but accessible to trained users.

Naloxone medication at fixed-locations and within designated County vehicles should remain in place at all times, unless the medication was consumed for emergency purposes, so all trained users know of their location and are assured access upon need. (Section D: Out of Stock Notifications). Departments must register each Naloxone location with Human Resources and notify of any additions, location changes, or permanent removal in the department in order to maintain a current inventory and location registry for the County.

### C. Inspections:

To ensure Naloxone units are accessible and within expiration date, inspections must be conducted and documented.

The following must be performed by each department/office stocking Naloxone:

- Inspection of the package according to the manufacturer's recommended inspection schedule, to ensure it is intact and has not been used or tampered with.
- Ensuring a current list of trained users is stored at the Naloxone site.
- Ensuring a copy of the Overdose Response Instructions are available at the Naloxone site,

- Inspection of any other items as required by the Naloxone manufacturer (integrity of packaging), and;
- Documenting inspection activities in the Central Safety Committee Inspection Checklist – Exhibit A

#### **D. Out of Stock Notifications:**

If the Naloxone medication is consumed or is expired and needs to be replaced:

1. Employees in the work area will immediately be notified by the Department Head or designee that Naloxone dosage is out of stock in the area and replenish.
2. The Department Head/Elected Official will determine where the next closest Naloxone is available, so employees can be notified of the nearest location.

Once the Naloxone supply is replaced, employees in the work area will be notified by the Department Head/Elected Official that is available.

### **I. TRAINING AND EDUCATION**

Success of this program is dependent not only on the Naloxone, but also on employees' knowledge and willingness to save lives.

Naloxone training is included as part of First Aid/CPR training. Training will be completed in accordance with the requirements specified in Yakima County's Accident Prevention Program for First Aid/CPR Training. This training is provided at no cost to employees.

Yakima County maintains contracts with vendors for First Aid/CPR/AED/Bloodborne Pathogens/Naloxone Training. Training may also be completed using approved web-based training.

**Legal References:** Washington State Legislature, RCW 70.136.070-Verbal Emergency Assistance Agreements, "Good Samaritan Law" & RCW 70.136.050. RCW 4.24.300- Immunity from liability for certain types of medical care.

Washington State Legislature, RCW 69.41.095 Opioid overdose reversal medication – Standing order permitted.

## Exhibit A

<b>YAKIMA COUNTY INSPECTION CHECKLIST FOR OFFICES</b>				
<p>Note: One list must be completed for each <u>department</u> within a <u>Group</u>.  Example: If Group 3 consists of: Clerk's, Commissioner's and Financial Services/Grants, an Office Inspection Checklist should be completed <u>for each</u> department and submitted at each, or prior to, Central Safety Committee (CSC) Meeting.</p>				
<b>Department:</b>		<b>Date:</b>		
<b>Inspector: (Print Name)</b>		<b>CSC Group #:</b>		
<b>Safety Postings</b>				
<b>Items</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>	<b>Date corrected</b>
Are the following items posted?				
<ul style="list-style-type: none"> <li>• <b>Central Safety Committee Informational postings</b></li> <li>• <b>Central Safety Committee Meeting Minutes</b> (most current)</li> <li>• <b>OSHA 300 Log Summary Report</b> (posted February 1 through April 30)</li> </ul>				
<b>General Safety</b>				
<b>Items and conditions</b>	<b>OK</b>	<b>Not OK</b>	<b>Comments</b>	<b>Date corrected</b>
<b>First Aid Kit(s):</b> Are quantities adequate and expiration dates on medical supplies current?				
<b>AEDs:</b> If you have AEDs in your area, are they accessible? Are batteries in working order? Is unit free of damage?				
<b>Naloxone (Narcan):</b> If you have Naloxone in your area, is it accessible? Is the packaging intact? Is it within the listed expiration date?				
<b>Qualified Trained Person(s):</b> Is there at least one person in each department First Aid / CPR/ AED trained on duty during work hours?				
<b>Protective Personal Equipment Policy:</b> Is this readily available for employees to <u>review</u> (if applicable)				
<b>Emergency Procedures/Floor Plans:</b> Is the <u>accessible</u> ? Are all employees aware of the escape routes?				
<b>Rally Point Coordinator Kit:</b> Is the kit complete or missing items: evacuation door hangers, reflector vest, flip chart				
<b>Exit Signs:</b> Are they readily visible and in working order?				
<b>Restroom Sanitation:</b> If applicable, Is it tidy? Are fixtures in working order? Floor free of trip/slip hazards?				
<b>Office Break/Lunch area:</b> If applicable, Is it tidy?				
<b>Fire Exit doors and Areas of Refuge:</b> Are they free of hazards and obstructions?				
<b>Fire extinguishers:</b> Are any missing, do they have pins in, have they been inspected per manufacturer's recommendations?				
<b>Electrical Panels:</b> Area in front of electrical panel kept clear and free of debris & storage				
<b>Chemicals:</b> Are Safety Data Sheets (SDS) available for viewing. Are all chemical containers labeled?				

Copies of this form and applicable safety policies may be obtained from Human Resources or on [YCSshare](#)

<b>Slip, Trip &amp; Fall Hazards</b>				
<b>Items and conditions</b>	<b>OK</b>	<b>Not OK</b>	<b>Comments</b>	<b>Date corrected</b>
Department ladders, stools, man lifts, or hand trucks: Are they in working order and being used correctly?				
<b>Floors &amp; Stairways</b> – Check for:				
• Slick residue (water, oil, cleaner etc)				
• Torn or loose carpet, rugs, tiles, flooring				
• Rough or splintered floor surfaces in need of repair				
• Protruding nails, screws, edges or objects in hallways or foot traffic areas				
Guardrails & Handrails: Repair needed?				
<b>Strain, Sprain, &amp; Overexertion Risk</b>				
<b>Items and conditions</b>	<b>OK</b>	<b>Not OK</b>	<b>Comments</b>	<b>Date corrected</b>
Check for conditions that may cause:				
Excessive Reaching / Twisting				
Excessive Pushing / Pulling				
Improper Height of Work Surface				
<b>Storage &amp; Office Equipment</b>				
<b>Items and conditions</b>	<b>OK</b>	<b>Not OK</b>	<b>Comments</b>	<b>Date corrected</b>
<b>Standard Office Equipment (desks, cabinets, chairs, drawers):</b> Are they in working condition? Free of structural damage? Sharp edges?				
<b>Stored and stacked materials:</b> Are they properly stacked and at a reasonable height and not blocking exits?				
<b>Extension cords:</b> Check for overloaded outlets & multiple surge protectors connected (daisy chaining) together. Are they used properly and tidy? Are cord protectors used in high foot traffic areas?				
<b>Workstations &amp; Environment</b>				
<b>Item and conditions</b>	<b>OK</b>	<b>Not OK</b>	<b>Comments</b>	<b>Date corrected</b>
Adequate Ventilation				
Adequate Temperature				
Adequate In/Egress to, from and around workstations /areas				
<b>General Housekeeping:</b> Is waste and/or recycling products disposed of regularly?				

- Any comments made must be immediately reported to your Supervisor or Department Head for repair, replacement, or correction. Please ensure you note the date the areas of concern were addressed.

**NOTES:**

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