

***For persons adopting this: The emergency response procedure for responding to opioid overdose and administering naloxone will need to be reviewed and further modified to align with the school policy and resources available. (Delete this paragraph and remove the watermark before you implement).***

## Naloxone Emergency Response Procedure Template

### ISD 2687 Naloxone Emergency Response Procedure

#### Purpose:

To provide emergency care, medication, and response to someone with a suspected opioid overdose.

#### When to Use:

- ~~1. Describe who or which trained school staff will be able to administer the medication per your policy *i.e., the school nurse, principal, etc.* The naloxone coordinator (district licensed school nurse), school health office assistants, school secretaries, school principals, and the elementary dean of students may administer naloxone per policy #516.5 in the event of a suspected opioid overdose.~~
- ~~2. Describe to whom the medication can be given *i.e., students, staff, and visitors* Naloxone may be administered in the event of respiratory depression, unresponsiveness, or respiratory or cardiac arrest when an overdose from opioid is suspected of a student, staff member, or visitor during~~
- ~~3. Describe when this emergency response will be available per your policy, *i.e., during the schools, before and after school.* Naloxone will only be available during school hours. Naloxone will not be available for field trips, transportation services or activities located off of school grounds.~~

**~~[Example: Staff who have been trained per district policy may administer naloxone to any student, staff, or visitor, in the event of respiratory depression, unresponsiveness, or respiratory or cardiac arrest when an overdose from opioid is suspected of a student, staff member, or visitor during the school day and during before/after school sponsored events if in attendance. (Delete this paragraph and remove the watermark before you implement).~~**

#### Signs and Symptoms of Opioid Overdose

- Blue skin tinge- usually lips and fingertips show first
- Body is very limp
- Face is very pale
- Pulse (heartbeat) is slow, erratic, or not there at all
- Throwing up
- Passing out
- Choking sounds or a gurgling/snoring noise
- Breathing is very slow, irregular or has stopped
- Unresponsive

**Procedure:**

**1. Call 911 to get help and activate school specific emergency response**

- Describe here the school process to call 911 and notify additional school staff to respond to the medical emergency
  - a) The first staff member to arrive to the medical emergency will call 911.
  - b) The school secretary will notify health office staff of a medical emergency occurring.
  - c) The school health office staff will retrieve the naloxone, AED and ambulance form before going to the emergency. Health office staff will be responsible for documentation.
  - d) The school secretary will contact the district licensed school nurse and school principal.
  - e) The school secretary will direct emergency medical services once arrived.

**2. Perform rescue breathing to provide oxygen if person is not breathing**

**3. Assess and Monitor Breathing and Heart Rate. Initiate CPR, use of AED and Rescue Breathing as needed.**

- a. For a person who is not breathing, rescue breathing is an important step in preventing an overdose death and should be done as soon as possible.
- b. Steps for rescue breathing are:
  - ✓ Place the person on his or her back and pinch their nose or use a pocket mask, CPR mask, or Ambu bag to administer rescue breaths
  - ✓ Tilt chin up to open the airway. Check to see if there is anything in the mouth blocking the airway. If so, remove it.
  - ✓ Give 2 slow breaths.
  - ✓ Blow enough air into the lungs to make the chest rise.
  - ✓ Assess Watch each breath to ensure the chest is rising and falling. If it doesn't work, tilt the head back more.
  - ✓ Provide a Breath again every 5-6 seconds

**4. Administer Naloxone**

Describe here where the naloxone is located, how to get it, which type of medication you will be using and how to use it. Directions here should match the condition specific protocol signed by the medical provider for the district.

- a. Two doses of naloxone 4 mg intranasal spray are located in each school health office.
  - i. High School & Middle School: Health Office
  - ii. Humphrey Elementary: Health Office
  - iii. Winsted Elementary: Health Office
- b. The school health assistant is responsible to bring naloxone, AED and ambulance form to the scene of a suspected opioid overdose.
- c. Follow these steps to administer intranasal naloxone:

~~Consider using a graphic from your medication training or package insert. This is an example and may not be correct for your situation. Additional resources are available in the [Naloxone Toolkit for Schools](#).~~

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



**Hold** the NARCAN nasal spray with your thumb on the bottom of the plunger and your first and middle fingers on either side of the nozzle.



**Gently insert the tip of the nozzle into either nostril.**

- 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.



**Press the plunger firmly** to give the dose of NARCAN Nasal Spray.

- Remove the NARCAN Nasal Spray from the nostril after giving the dose.



- The school principal, superintendent or district licensed school nurse will notify a parent/guardian as soon as possible if the individual suspected of having an opioid overdose is a minor.
- The school principal, superintendent or district licensed school nurse will notify an emergency contact as soon as possible if the individual suspected of having an opioid overdose is a staff member or adult visitor.

## 5. Stay with the person until 911 arrives

- Place person in recovery position (lying on their side).
- Stay with the person. Continue rescue breathing if needed. Most people respond by returning to spontaneous breathing. The response generally occurs within 2 to 3 minutes of naloxone administration. Because naloxone has a relatively short duration of effect, overdose symptoms may return.
- When EMS arrives, the person must be transported to nearest hospital. Send the used naloxone medication device with EMS personnel.

## 6. Documentation, Notification, Debriefing

- Describe here the schools' procedure for documentation of the event, medication administration, notification (who, how, what, when) and after incident review practices.
- The school resource officer will also be contacted if drugs or drug paraphernalia is suspected to be present on school grounds. To lower the risk of harm or injury to the individual or others in the building, staff may move sharps and/or substances. Staff should wear gloves and move the substances in the presence of another staff member. Staff will document who handled the substances and who was present as a witness.

- The district licensed school nurse will debrief with the group of staff members that responded. The district licensed school nurse will document interventions and administration of the medication in the electronic health record for students. For staff and visitors, the district licensed school nurse will document interventions and administration of the medication in the electronic documentation program under “Health Log Other”.
- The superintendent, district licensed school nurse, school secretary, school health assistant, and any other responding staff will meet within 24 hours of the incident to review the emergency response. The group will acknowledge effective and ineffective interventions that occurred and determine if modifications are needed in the emergency response procedure.