## NALOXONE ADMINISTRATION POLICY

[Organization Name] is committed to the health and safety of the persons we work with. [Organization Name] will ensure that naloxone kits are available for administration in the case of an opioid overdose in the workplace, and will follow all instructions from our local public health unit, the Ontario Ministry of Health, or the Ontario Naloxone Program (ONP) regarding their administration, at all times.

Starting June 1, 2023, employers must provide naloxone in the workplace if certain circumstances described in the Occupational Health and Safety Act of Ontario (OHSA) apply.

DEFINITIONS

“Naloxone” is a drug that can temporarily reverse an opioid overdose. When someone overdoses on opioids, their breathing either slows or stops completely. If used right away, naloxone can help them breathe normally and regain consciousness. (Source: Government of Ontario).

“Naloxone Kits” are packages of injectable or nasal spray naloxone that can temporarily revive persons who are overdosing on opioids in order to provide more time until paramedics etc. arrive. Free naloxone kits are distributed by: The Ontario Naloxone Program and participating pharmacies. According to the Ontario Ministry of Health and Long-Term Care:

Each nasal spray naloxone kit includes:

* 1 hard case
* 2 doses of Narcan® Nasal Spray (4 mg/0.1ml)
* 1 one-way breathing barrier
* 1 pair of non-latex gloves
* 1 card that identifies the person trained to give the naloxone
* 1 insert with instructions (English and French)

Each injectable naloxone kit includes:

* 1 hard case
* 2 (0.4 mg/1 ml) vials or ampoules (a small glass container) of naloxone
* 2 safety-engineered syringes with 25g, 1” needles attached
* 2 alcohol swabs
* 2 devices (known as “breakers,” “snappers,” or “openers”) for opening ampoules safely
* 1 one-way breathing barrier
* 1 pair of non-latex gloves
* 1 card that identifies the person who is trained to give the naloxone
* 1 insert with instructions (English and French)

“Opioids” are drugs that are usually used to treat pain, but some people may inappropriately use or abuse opioids to experience a high. Some commonly used opioids include:

* [fentanyl](https://www.ontario.ca/page/understanding-opioids#section-3)
* morphine
* heroin
* methadone
* oxycodone (Source: Government of Ontario)

SCOPE

Employers must provide a naloxone kit when an employer becomes aware, or ought reasonably to be aware, of the following scenarios:

1. There is a risk of a worker opioid overdose.
2. There is a risk that the worker overdoses while in a workplace where they perform work for the employer.
3. The risk is posed by a worker who performs work for the employer.

All three scenarios must exist for an employer to be required to comply with the OHSA requirements to provide Naloxone in the workplace. If any of the scenarios are not present, the employer is not required to comply with these specific requirements.

[Organization Name] is required to provide these kits in accordance with the OHSA.

POLICY

As employer, [Organization Name] will ensure that naloxone kits are available in the workplace to be used in the event of an opioid overdose. When administered quickly, these kits can temporarily revive an affected person until paramedical help can arrive to further support them.

All staff members at [Organization Name] will be provided training to help them recognize the signs of opioid use or overdose in a client, fellow employee/manager, or any other person in the workplace.

Employees of [Organization Name] will also be provided training on how and when to administer a dose of naloxone to a person in need. Additionally, the employer will post the names and workplace locations of staff members that are trained and comfortable with administering the Naloxone kit.   
  
The OHSA does not specify the number of workers who must receive the required training. [Organization Name] will ensure that at any time when there are workers in the workplace, there is a worker present who has been trained, is comfortable, and works in the vicinity of the naloxone kit.

At [Organization Name], naloxone kits are located [Insert where]. The OHSA does not specifically require an employer to provide more than one naloxone kit in their workplace. However, the OHSA requires an employer to take every precaution reasonable in the circumstances for the protection of a worker and [Organization Name] may decide to keep more than one kit in the workplace.  **Procedure:**

When Administering Naloxone:

Any staff member who requires a naloxone kit in an emergency may take one. If comfortable, they must immediately administer the naloxone to the affected person, as trained, and call 9-1-1 for additional help right away. If a staff member is not comfortable administering the naloxone, they must immediately reach out to another trained staff member to do so.   
  
[Organization Name] will post the names and workplace locations of the workers who are responsible for the naloxone kit and who have also received the required training in a conspicuous place close to the naloxone kit where that information is most likely to come to the attention of other workers.

Once the emergency has been handled and the affected person has been helped, the staff member who administered the naloxone must report the incident by [Insert procedure - who to contact, form to fill out etc.], and note that one naloxone kit has been used and needs to be replaced.   
  
After Administering Naloxone  
  
With certain opioids, the person experiencing the opioid overdose may not respond to the first dose. Multiple doses of naloxone may need to be administered until first responders arrive. A worker experiencing an opioid overdose may also overdose again after the naloxone wears off.  
  
Naloxone can temporarily reverse the effects of opioids. This means the person given naloxone may experience acute opioid withdrawal, which can cause pain, distress and agitation. Opioid withdrawal symptoms can include aggressive behaviour. This is one hazard that could create a risk of injury to people who are nearby, including to the worker administering the naloxone.

[Organization Name] will ensure that the training provided to the employees in charge of the naloxone kit(s) includes training on any hazards related to the administration of naloxone. This is important for the occupational health and safety of the worker that is administering the naloxone.

Training may include topics such as:

* How to respond to a potentially violent person
* Protections related to biological exposure because opioid withdrawal symptoms can include nausea, vomiting, and diarrhea
* How to communicate with a person who has been given naloxone and how to communicate with first responders that may need additional information

Storage of Naloxone Kits  
  
Naloxone has an expiry date. The expiry date is written on the ampoules or vials (for injectable naloxone) or on the nasal spray device. If the naloxone in the workplace expires, it must be replaced. [Organization Name] will put a procedure in place to check the contents of the Naloxone kit and ensure that nothing has expired, and if it has, that it is replaced immediately. [Organization Name] will also ensure that any Naloxone kit, or single item in a kit that is used, is replaced immediately. Employers can bring naloxone kits that are expired or unused to any Ontario pharmacy for safe disposal.   
  
Naloxone Kits must be stored and maintained in a specific manner as outlined by the manufacturers instructions. Generally, Naloxone kits must be:

* Stored at room temperature (between 15 and 25°C)
* Kept in the kit until ready for use
* Protected from light

Free Kits for At Risk Clients

Staff members of [Organization Name] [may/may not] give out naloxone kits to at risk clients.

[If you do give them out, please add in the parameters such as who gives them out, who they can be given to, how training is provided to the user, who to reach out to for permission].

However, clients who are at risk for opioid overdose can get their own naloxone kits free of charge at participating pharmacies. If a staff member suspects a client is at risk, they should advise the client of the nearest participating pharmacy to get a kit from. The pharmacist will ensure the client is properly trained on how to use the kit.

Personal Information  
  
[Organization Name] will ensure that in all circumstances, personal information of all employees and other persons in the workplace is kept confidential and private. [Organization Name] will not disclose more personal information than is reasonably necessary to comply with the naloxone requirements. Only personal information that is necessary to ensure compliance with the requirements should be disclosed.

For example: the employee(s) in charge of the naloxone kit could be told by [Organization Name] that there is a risk of a worker having an opioid overdose in the workplace so that they are prepared to respond, if necessary. However, the employee in charge of the naloxone kit would not necessarily need to know all the personal information that the employer has about the worker who is at risk of having an opioid overdose.

Protection from Liability

Employees should note that protection from liability is available under the *Good Samaritan Act*, *2001* which would generally apply to a worker who voluntarily administers naloxone at the workplace in an emergency in response to an opioid overdose.