

Workplace Naloxone Policy [Template]

[Insert
company logo
here]

[Note to employer: This policy is intended solely for informational purposes and does not constitute legal advice. It is not intended to supersede any legal or regulatory updates. Users of this template are strongly encouraged to seek professional medical advice, consult legal counsel, and familiarize themselves with both local and federal guidelines to ensure compliance with Naloxone usage in the workplace. Information regarding Wyoming can be found in the table below.]

Statute Citation(s)	Wyo. Stat. Ann. § 35-4-901 et seq.
Who May Dispense/ Prescribe	A practitioner or pharmacist.
Who May Possess Opioid Antagonist (lay people)	Individual at risk of overdose, family, friend or individual in a position to assist.
Administration of Opioid Antagonist	Any person in good faith
Civil and Criminal Liability Immunity	Both

*Before finalizing, review and delete text inside brackets. Replace grayed out **COMPANY NAME** text with your company and insert logo.]*

Disclaimer: It is important to understand that the use of Naloxone is not a substitute for emergency medical care and individuals who administer Naloxone should still seek professional medical help as soon as possible. Naloxone may only temporarily reverse the effects of an opioid overdose, and additional doses may be required. The administration of Naloxone should be done carefully and in accordance with the instructions provided. If you are unsure of how to administer Naloxone, seek guidance from a healthcare professional or emergency services personnel.

PURPOSE

It is the intent of **COMPANY NAME** to prevent opioid-related deaths on company premises. These established guidelines and regulations will govern the utilization of Naloxone used by **COMPANY STAFF TITLE** within the organization. The objective is to treat and reduce the injury and fatality from opiate overdoses.

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Naloxone is a medication that can reverse an overdose caused by an opioid. When administered during an overdose, naloxone blocks the effects of opioids in order to prevent death. Naloxone is safe to use and has no potential for abuse. It is an easy to administer, non-narcotic and non-addicting prescription medication. Naloxone (also known as NARCAN) is packaged with two devices, each providing a 4mg/ 1ml dose.

POLICY

COMPANY NAME will thoroughly train and equip [key staff/any worker(s) performing work on the companies' premises] so they may administer Naloxone to any person suspected of experiencing an opioid-related overdose. COMPANY NAME will assure that all [departments/locations] stock Naloxone as an opioid antagonist to treat a case of suspected opioid overdose on company premises. It is the policy of COMPANY NAME for trained staff to administer in accordance with state law to persons suffering from opioid overdose symptoms at the earliest possible time to minimize chances of a fatality. Any time Naloxone is administered, the attached Naloxone Report form must be completed and submitted to the [redacted] department for review and recordkeeping.

TRAINING

[Company training participants – i.e. all employees, all supervisors, etc.] will receive an initial training that will include an overview of the opioid epidemic; the causes and signs of an overdose and how to use naloxone to save a life. The training will cover what to expect when administering Naloxone, as well as how patients may respond, and appropriate aftercare including the requirement for emergency services after administration. The training will also address state laws and how to eliminate the risk of an overdose through the use of alternative approaches to pain management. The training will include a brief post- survey to assess knowledge enhancement and verify the effectiveness of the training. It is important to have First Aid/ CPR trained individuals present onsite where Naloxone is provided. These individuals should, wherever feasible, be involved in the administration of Naloxone and the aftercare for affected individuals. Naloxone training will be provided in conjunction with First Aid/ CPR/ AED training and refreshed on the same interval.

The training facilitator will share with the attendees the organization's current policies and procedures and where the training participants can locate a Naloxone supply for use within their workplace. Continuing education will be offered as a refresher to this topic [bi-annually, annually, etc.].

PROCEDURES

Naloxone will be distributed as Narcan nasal spray in an original, sealed manufacturers box. The box contains two devices each with one dose. The box will contain administration instructions.

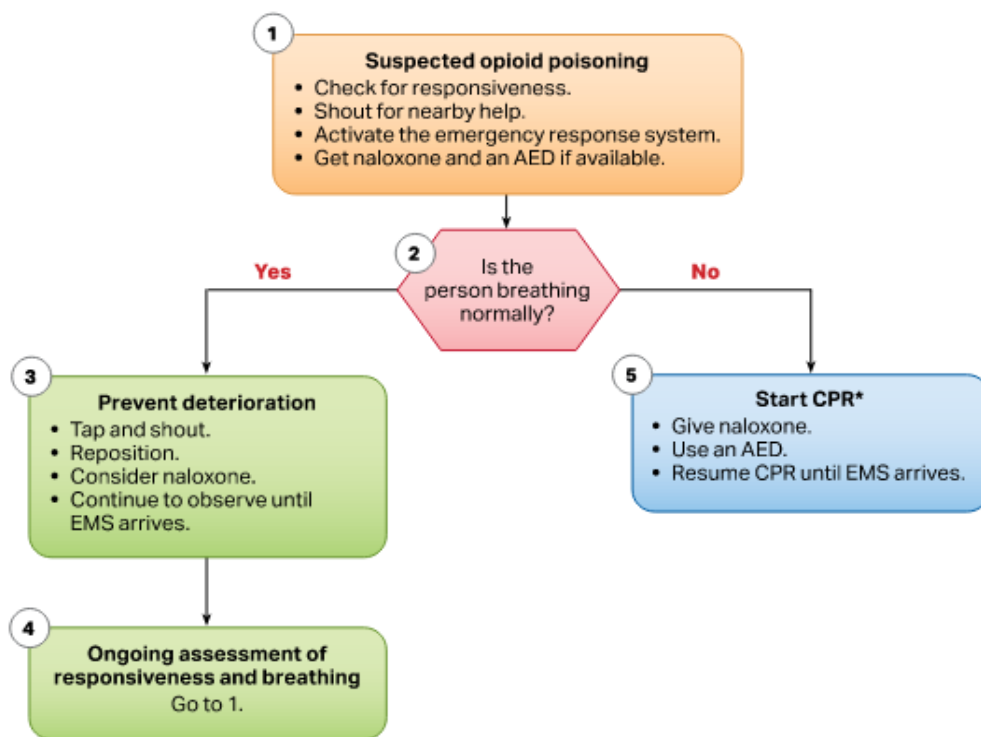
The Naloxone Nasal spray will be kept in a zippered bag marked “overdose response kit” and the zipper will be sealed with a tamper evident tie. These overdose response kits will be located [redacted] [Insert location here, i.e. inside the automated external defibrillator (AED) cabinets].

If an employee with training encounters a person who may be suffering from an apparent opioid overdose, that employee shall follow the protocols provided with the American Heart Association (AHA) training. Here is a summary of the response along with algorithm:

- If the person is responding and breathing, phone 911, get the AED and overdose kit, if available.
- If the person is not responding but breathing, phone 911, tap and shout, reposition and consider giving a dose of Naloxone
- If the person is not responding and not breathing or is only gasping, phone 911, start CPR, give a dose of Naloxone, and use an AED.
- Refer to AHA algorithm below:

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Opioid-Associated Emergency for Lay Responders Algorithm



*For adult and adolescent victims, responders should perform compressions and rescue breaths for opioid-associated emergencies if they are trained and perform Hands-Only CPR if not trained to perform rescue breaths. For infants and children, CPR should include compressions with rescue breaths.

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After administering Naloxone, the responding employee will complete the Naloxone use report form (see attached) and provide the form to [insert appropriate report collector here].

In order to ensure safe and effective access to Naloxone, the Corporate Safety Director [customize to your organization] will ensure a proper inspection and replacement schedule that mirrors that of the AED maintenance schedule. Project team [customize to your location] is responsible for weekly checks of the overdose response kits, ensuring they are stored in a climate-controlled environment (do not allow to freeze or store above 104° Fahrenheit) and that used or expired kits are replaced in a timely manner.

Policy Contact: Contact [staff] with questions or concerns.

Effective Date: The policy is effective [date].

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Review Date: The policy will be reviewed [annually].

Adapted from [The Alliance for Naloxone Safety in the Workplace \(ANSW\) Naloxone Policy](#)

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Naloxone Nasal Spray Use Report

Date: _____ Time response was initiated: _____ Ended: _____

Project Name: _____

Address: _____

Name(s) of person administering Naloxone: _____

Name of person Naloxone was issued to: _____ Age: _____ Gender: _____

Signs of Overdose:	
☐	Unresponsive
☐	Blue lips, fingertips
☐	Body very limp
☐	Face very pale

Breathing:	
☐	Slow
☐	Breathing irregular
☐	Not breathing

Pulse:	
☐	Slow pulse
☐	Erratic pulse
☐	No pulse

Other: _____

Dosage: How many doses of Naloxone nasal spray were administered to the person?

☐	1	☐	2	☐	More (explain):	_____
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Did the person respond to the Naloxone?

☐	Yes	☐	No	☐	Other:	_____
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What was the disposition of the person after the Naloxone was administered?

☐	Aggressive	☐	Combative	☐	Disorientated	☐	Vomiting
☐	Other: _____						

Was 911 called?

☐	Yes	☐	No
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Did the EMS, Fire or Police arrive first on scene?

☐	EMS	☐	Fire	☐	Police
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What was the response time? _____ minutes

Were additional doses of Naloxone administered?

☐	No	☐	Yes	By what agency?	☐	EMS	☐	Fire	☐	Police
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Was the person transferred to a hospital?

☐	Yes	☐	No	Explain why (if known) _____
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Name of individual completing this form