



DPH Clearinghouse Naloxone Distribution Policy and Procedure

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Policy and Procedure: DPH Clearinghouse Naloxone Distribution		
Approved By: David E. Smith, PharmD BHS Director of Pharmacy	 <small>David Smith (Oct 6, 2021 10:59 PDT)</small>	Reference: 3.01-8 California Civil Code Section 1714.22
Date: September 22, 2021		

Policy

The Naloxone Distribution Project (NDP) is funded by the Substance Abuse and Mental Health Services Administration (SAMHSA) and administered by the Department of Health Care Services (DHCS) to combat opioid overdose-related deaths throughout California. The NDP aims to reduce opioid overdose deaths through the provision of free naloxone nasal spray.

The standing order issued by the state Public Health Officer (authorized by California Civil Code Section 1714.22):

- 1) allows community organizations and other entities in California that are not currently working with a physician, to distribute naloxone to a person at risk of an opioid-related overdose or to a family member, friend, or other person in a position to assist; and
- 2) allows for the administration of naloxone by a family member, friend, or other person to a person experiencing or reasonably suspected of experiencing an opioid overdose.

Through the NDP, qualified organizations and entities may request free naloxone from DHCS and have it directly shipped to their address. San Francisco Department of Public Health (SFDPH) has been considered a high need entity by DHCS due to its high utilization. Thus, SFDPH may request a large quantity of recurring shipments. CBHS Pharmacy will receive and store naloxone shipments from the NDP for distribution to SF programs serving high-risk patients in the City and County of San Francisco. Designated clinic champions will have access to this naloxone supply and will be responsible for coordinating obtaining supplies and tracking of training for staff of participating programs.

Purpose

The purpose of the DPH Clearinghouse Naloxone Program is to address the opioid epidemic and allow a wide distribution of naloxone to permit individuals that receive naloxone to administer it. The purpose of this policy is to describe the policy and procedures for safe storage and distribution of intranasal naloxone obtained through the DPH Clearinghouse.

Definitions

Throughout the document, references to “naloxone” will refer to the intranasal formulation of the opioid antagonist received by NDP used for the acute treatment of opioid overdose. The “pharmacy” will refer to CBHS Pharmacy. The “program” will refer to participating SF programs.

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Procedure

1. DPH Clearinghouse naloxone supply acquisition
 - a. Pharmacy will submit application to NDP annually or as indicated by DHCS
 - b. DHCS will deliver quarterly shipments of naloxone to CBHS Pharmacy (1380 Howard Street) in March, June, September, and December of each calendar year

2. Naloxone storage
 - a. DPH Clearinghouse supply
 - i. Naloxone will be stored at 1380 Howard Street
 - ii. Naloxone will be stored separately from pharmacy medications in a safe and secure location
 - b. Program supply
 - i. Naloxone storage will follow current Medication Room Policy –Medications for Public Health Benefit protocols.
 - ii. Stored naloxone will not be in immediate access to clients.
 - iii. Naloxone is not required to be stored within a medication room. However, if stored in a medication room, they must be stored separately from other medications and must follow any additional guidelines set out by the sponsoring program.

3. Naloxone distribution from DPH Clearinghouse
 - a. Program will complete Microsoft Form to request naloxone supply
 - i. <https://forms.office.com/g/atYLnaCW00>
 - b. Pharmacy will email distribution notices to programs on Wednesdays
 - c. Program will report total number of naloxone reversals since last request at each pickup
 - d. Pharmacy will log the date of distribution, program name, receiving individual's name, quantity provided


4. Naloxone distribution within each program
 - a. Each program will have a policy and procedure (P&P) detailing the following. (Please refer to P&P template in Appendix A)
 - i. Who will distribute naloxone
 - ii. When naloxone will be distributed
 - iii. Who is eligible to receive naloxone
 - iv. Naloxone labeling
 - v. Documentation of naloxone distribution to individuals
 1. Minimum details required: date of distribution, quantity provided, documentation of the provision of overdose prevention education
 - vi. Tracking of reversals
 - b. Recommend for programs to create a non-ISC order in OrderConnect for all BHS clients who receive the naloxone if medical staff is available
 - c. Recommend for programs to document in Avatar in the form of a progress note

5. Training

- a. Staff of participating programs distributing naloxone are required to receive training on opioid overdose prevention and treatment.
 - i. Minimum training requirements:
 1. The causes of an opiate overdose
 2. Mouth to mouth resuscitation
 3. How to contact appropriate emergency medical services
 4. How to administer an opioid antagonist
- b. Staff are required to provide appropriate counseling on naloxone to individuals who receive naloxone through the program
- c. Each program will have a policy and procedure detailing how to track staff who have been trained and maintain records of all staff who have completed training
 - i. Please refer to example training log template in Appendix B
- d. Approved training programs/resources:
 - i. **Recommended staff training:** SFHN Harm Reduction Training: Overdose Prevention and Intranasal Naloxone
https://drive.google.com/drive/folders/1U_RWHwvBcplcG3btMKBmKD03yNQ0DcHs
 - ii. Minimum training requirement video: Administering Naloxone- Training Video
<https://www.youtube.com/watch?v=nurz9qPGKws&feature=youtu.be>
 - iii. Other training programs/resources recognized by medical director/designee

Appendix

Appendix A Model P&P Blank Template

DPH Employees: Please utilize this document  [P&P Model Template.docx](#) to create a P&P for your clinic.

1. Click on the link
2. Click download
3. Add your program/clinic details.
4. Email completed P&P to DPH-Naloxone_Clearinghouse@sfdph.org

Non-DPH Employees: Please utilize Attachment A to create a P&P for your clinic.

Appendix B Staff Naloxone Training Tracker

DPH Employees: This Staff Naloxone Tracking Template Microsoft Form ([link](#)) may be adopted by clinic champions to track those staff who have completed training.

1. Click on the link
2. Click “Duplicate It” on the top right of the webpage. This will create a copy into your personal OneDrive.
3. Add your program/clinic details.
4. Click “Share” to generate a unique link to share with staff.
5. The clinic champion can now receive responses and include their email address.

Non-DPH Employees: Please utilize Attachment B to track staff training

Note: All proof of training completion (e.g., training certificates) must be kept by clinic champions. DPH Clearinghouse will not be responsible for collecting or keeping proof of completion certificates.

Appendix C

Programs distributing naloxone under the DOPE Distribution Program are exempt from using the DPH Clearinghouse for naloxone. These programs include:

- San Francisco AIDS Foundation, Syringe Access & Disposal Services
- Glide Harm Reduction Services
- Homeless Youth Alliance
- San Francisco Drug Users Union
- St. James Infirmary
- UCSF Studies (formerly NOW & HERO Studies)
- Community Health Response Team (CHRT), SFDPH
- Substance Use Research Unit (SURU), SFDPH
- San Francisco Community Health Center
- At the CrossRoads
- Street Medicine, SFDPH
- SF County Jail Health, SFDPH
- The Shanti Project

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- Hospitality House, Tenderloin Self-Help Center
- Hospitality House, 6th Street Self-Help Center
- HopeSF / Urban Services YMCA at Hunters View, Alice Griffith, Potrero Hill, and Sunnydale housing communities
- Community Clinic Consortium
- Harm Reduction Therapy Center Mobile Van
- Raising Sparks Interfaith Ministry
- Lost Souls Courier Collective
- Bayview Hunters Point Family Foundation
- Epiphany Centers, Road to Resilience (R2R)
- Tom Waddell Urban Health Clinic

Contact Person: Director, CBHS Pharmacy Services

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