

ADMINISTRATIVE DIRECTIVE

NUMBER		TITLE	
005-AD-23		Narcan (Naloxone) Directive	
APPROVAL DATE:		LAST REVISED:	CAO:

1.0 Purpose

This Directive sets forth a consistent and effective approach for administration of Narcan (Naloxone) for employees who may potentially encounter synthetic opioids through the performance of their duties.

2.0 Directive Statement

To recognize the City's commitment to a healthy and safe workplace while acknowledging some employees may encounter synthetic opioids during the performance of their duties and outline a response to synthetic opioid exposure for the protection of City employees.

3.0 Scope

This Directive applies to Municipal Enforcement employees, specifically Community Peace Officers and Bylaw Officers as the only City employees authorized to use a form of naloxone in the course of their duties.

4.0 Expectations & Guidelines

Definitions

- 4.1 Synthetic Opioids: manufactured substances that produce morphine-like effects and are used medically to relieve pain; also, produce euphoric effects. Examples are morphine, fentanyl, hydrocodone, and oxycodone.
- 4.2 Naloxone: a drug that can temporarily reverse a known or suspected opioid exposure or poisoning.
- 4.3 Narcan: the brand name of naloxone in the form of an intranasal spray.

Administration of naloxone

- 4.4 Community Peace Officers and Bylaw Officers are permitted to administer Narcan nasal spray to themselves or their colleagues. Usage of injectable naloxone is prohibited.
- 4.5 Administration of Narcan nasal spray to members of the public while working is prohibited for all City employees, including Community Peace Officers and Bylaw Officers.

Requirements

- 4.6 To be equipped with Narcan nasal spray, employees must satisfy the following conditions:

- 4.6.1 Hold employment as a Community Peace Officer or Bylaw Officer with the City of Cold Lake;
 - 4.6.2 Have valid First Aid and CPR certification;
 - 4.6.3 Complete Narcan administration training; and
 - 4.6.4 Complete fit testing for an N95 respirator.
- 4.7 Community Peace Officers and Bylaw Officers equipped with Narcan nasal spray will be provided with and will be responsible for maintaining and using the following personal protective equipment:
- 4.7.1 Eye protection;
 - 4.7.2 Nitrile gloves;
 - 4.7.3 N95 fit tested respirator; and
 - 4.7.4 Tyvek coveralls and booties.
- 4.8 Prior to entering an area where there may be synthetic opioids, employees shall conduct a field level risk assessment and implement the appropriate controls to minimize exposure to synthetic opioids.

Opioid Exposure

- 4.9 If a Community Peace Officer or Bylaw Officer believes they have experienced an exposure to synthetic opioids they should:
- 4.9.1 Remove Narcan nasal spray from the kit and peel back the tab with the circle to open the bottle;
 - 4.9.2 Hold the Narcan nasal spray with their thumb on the bottom of the plunger and their first and middle fingers on either side of the nozzle;
 - 4.9.3 Tilt head back and gently insert the tip of the nozzle into one nostril, until their fingers on either side of the nozzle are against their nose;
 - 4.9.4 Firmly press the plunger to give the dose of Narcan nasal spray;
 - 4.9.5 Remove the Narcan nasal spray from the nostril after administering the dose;
 - 4.9.6 If breathing does not return to normal in two (2) to three (3) minutes, administer an additional dose of Narcan nasal spray using the second bottle in the kit in the other nostril;
 - 4.9.7 Call 911 at the soonest possible opportunity to request emergency medical help; and
 - 4.9.8 Report the situation to Safety and participate in the incident investigation.
- 4.10 If a Community Peace Officer or Bylaw Officer believes that one of their colleagues has experienced an opioid exposure, they should:
- 4.10.1 Call 911 immediately and request emergency medical services; and
 - 4.10.2 Follow the steps in 4.9 above to administer a dose of Narcan nasal spray.

Procurement, Storage, Disposal of Narcan

4.11 Narcan nasal spray will be procured by the Safety division of the Human Resources Department and distributed to Municipal Enforcement employees.

4.11.1 Municipal Enforcement employees will be responsible to notify Safety when they require more Narcan nasal spray as a result of either current Narcan nasal spray kits expiring or being used.

4.12 Storage of Narcan:

4.12.1 Narcan should be kept in its box until it is necessary to use it;

4.12.2 The seal on Narcan should not be removed unless it is being used;

4.12.3 Narcan is to be stored at room temperature (15 to 25 degrees Celsius), in a dark place to protect it from exposure to light. Do not allow Narcan to freeze;

4.12.4 Narcan is not to be stored in a car on hot summer days or left in a car during the winter;

4.12.5 If Narcan is frozen or exposed to temperatures of 40 degrees Celsius, or higher, for long periods of time the kit should be provided to Safety for disposal and Safety be asked to procure a new kit.

4.12.6 Narcan should be replaced prior to the expiry date on its box by contacting Safety and requesting a replacement due to Narcan kit expiry.

4.13 Disposal of Narcan:

4.13.1 The empty packaging may be placed into a regular waste receptacle; and

4.13.2 Expired, frozen, or overheated Narcan should be turned in to Safety for proper disposal.