

VT Dept. of Libraries Opioid Overdose Prevention Program

Policy and Procedures Recommendations

Note: This document does not constitute legal advice.

Legal Framework

- The “Prevention and Treatment of Opioid-Related Overdoses” Law provides wide-spread protection for individuals and community-based providers who choose to administer Narcan in good faith to help reverse an opioid-related overdose. (18 V.S.A. § 4240)
- Good Samaritan Law - 18 V.S.A. § 4240:
 - (d)(1) A person may administer an opioid antagonist to a victim if he or she believes, in good faith, that the victim is experiencing an opioid-related overdose.
 - (2) After a person has administered an opioid antagonist pursuant to subdivision (1) of this subsection (d), he or she shall immediately call for emergency medical services if medical assistance has not yet been sought or is not yet present.
 - (3) A person shall be immune from civil or criminal liability for administering an opioid antagonist to a victim pursuant to subdivision (1) of this subsection unless the person's actions constituted recklessness, gross negligence, or intentional misconduct. The immunity granted in this subdivision shall apply whether or not the opioid antagonist is administered by or to a person other than the person for whom it was prescribed.

Overall Things to Keep in Mind

- Safety of Narcan: The National Institute on Drug Abuse states: “Naloxone is an extremely safe medication that only has a noticeable effect in people with opioids in their systems. Naloxone can (but does not always) cause withdrawal symptoms which may be uncomfortable, but are not life-threatening; on the other hand, opioid overdose is extremely life-threatening.” (<https://www.drugabuse.gov/related-topics/opioid-overdose-reversal-naloxone-narcan-evzio>)
- Volunteer Basis: A Library Director or Library Trustee Board should not make it a job requirement for library employees or volunteers to administer Narcan, nor should any employee or volunteer be pressured into volunteering to administer Narcan.
- Follow-Up Self-Care: Library Trustees and Directors should consider making services such as an EAP (Employee Assistance Program) available for employees in case employees experience trauma or other after-effects of witnessing or responding to an opioid overdose incident at the library.
- Policies and Procedures – Library Trustees and Directors are encouraged to write and pass a policy and a set of procedures detailing the library’s response to opioid overdose emergencies prior to implementing an Opioid Overdose Prevention Program.
- Training – Employees or volunteers who decide that they are willing to administer Narcan in the event of an opioid overdose can receive training from a qualified professional on how to administer Narcan safely (training should be available at any naloxone distribution site or pharmacy).
- Library Point Person – If a library decides to store and administer Narcan, the Director is encouraged to designate a Library Point Person who will:
 - regularly check the Narcan inventory,
 - keep track of expiration dates for the Narcan,
 - notify the Library Director when more Narcan should be ordered,
 - ensure that reports are sent to the Library Trustee Board and the Town (if applicable) if Narcan is administered at the library,

- maintain a list of all staff and volunteers trained in administering Narcan.
- Response Procedures: Response procedures should include information about how to approach a person who is suspected of suffering from an overdose, calling 9-1-1, safety protocols, general emergency response procedures, and emergency notification, reporting, and documentation.
- Safety Protocol: Narcan administration procedures should include safety protocol details including dangers to look out for, wearing protective gear (gloves, mask, breathing barrier – to protect against the possible presence of other drugs or drug paraphernalia), and how to position the person experiencing an overdose.
- Storage: Narcan doses should be stored consistent with the manufacturers’ guidelines in a secure location ensuring they are ready and accessible for use by trained staff or trained volunteers in an emergency.
- Maintenance: Stored Narcan should be regularly checked and a log maintained to track expiration dates.
- Reporting: Procedures should include information on incident forms required by the Library Board and/or the Town.
- Insurance Policy: If the Library Board decides to store Narcan and have an official policy and procedure for trained staff and volunteers to follow for administering Narcan, the library’s insurance rates and/or insurance policies might be affected. It is important for Library Trustees to remember that the library’s insurer does not dictate policies for the library – that is the domain of the Library Trustees. Thus, it is important for Library Trustees to talk to their insurance company about any plans to store or potentially administer Narcan in the library in the case of an opioid overdose emergency to see what effects, if any, that might have on the insurance coverage or rates.

Sources of Narcan

- Two free doses of Narcan are available from the manufacturer of Narcan through their Narcan Nasal Spray Public Libraries Program. Application and more information can be found online here: <https://www.narcan.com/community/education-awareness-and-training-resources/>
- Partners in your community: Narcan may be available for free or for a reduced price from partners in your community, including health care providers, pharmacies, first responders, EMTs, Fire Station Staff, etc. Consider approaching potential partners in your community to discuss your plans – including your policies and procedures, training you have undergone, etc.

Opioid Overdose Prevention Policy and Procedures Template

Adapted from the New York State Library

Note: This document does not constitute legal advice.

This sample policy and procedures template may be used by Vermont libraries as a guide to developing their own policies and procedures for Opioid Overdose Prevention Programs. The Vermont Department of Libraries strongly recommends that Public Library Boards of Trustees have approved policies and procedures in place prior to opioid overdose prevention program implementation.

Opioid Overdose Prevention Program Policy

To combat the continuing rise in opioid-related deaths in Vermont and potentially save a life, the **[NAME OF LIBRARY]** has instituted an Opioid Overdose Prevention Program. This document sets forth the required policies and procedures necessary to provide and maintain intranasal naloxone/Narcan on-site to ensure ready and appropriate access for use during emergencies to any patron, volunteer, or staff member suspected of having an opioid overdose.

Vermont Legal Framework

Vermont State Statute's "Good Samaritan Law," as passed in 2013 and amended in 2015, states: (18 V.S.A. § 4240):

(d)(1) A person may administer an opioid antagonist to a victim if he or she believes, in good faith, that the victim is experiencing an opioid-related overdose.

(2) After a person has administered an opioid antagonist pursuant to subdivision (1) of this subsection (d), he or she shall immediately call for emergency medical services if medical assistance has not yet been sought or is not yet present.

(3) A person shall be immune from civil or criminal liability for administering an opioid antagonist to a victim pursuant to subdivision (1) of this subsection unless the person's actions constituted recklessness, gross negligence, or intentional misconduct. The immunity granted in this subdivision shall apply whether or not the opioid antagonist is administered by or to a person other than the person for whom it was prescribed.

In accordance with the law cited above, the trustees of **[NAME OF LIBRARY]** authorize the Library Director to proceed with instituting a board-sanctioned Opioid Overdose Prevention Program following the procedures outlined on the following pages.

Approved: [DATE]

Reviewed: [DATE]

Opioid Overdose Prevention Program Procedures

Library Director Responsibilities:

- Identify a staff member to serve as the Library Point Person.
- Make sure that any staff member or volunteer who is willing to administer Narcan is properly trained and follows the procedures outlined below for administering Narcan.
- Work with the Library Trustee Board to develop policies and procedures for Opioid Overdose Prevention.

Library Point Person Responsibilities:

- Regularly check the Narcan inventory.
- Keep track of expiration dates for the Narcan.
- Notify the Library Director when more Narcan should be ordered.
- Ensure that reports are sent to the Library Trustee Board and the Town (if applicable) if Narcan is administered in/at the library.
- Maintain a list of all staff and volunteers trained to administer Narcan.

Storage, Inventory, and Reporting:

Storage:

- Narcan doses will be stored consistent with the manufacturers' guidelines in a secure location **[specify location]** ensuring they are ready and accessible for use by trained staff or trained volunteers in an emergency.

Inventory:

- Onsite inventory and placement of Narcan will be accounted for **[INSERT: weekly, monthly, etc.]** and counted by the Library Point Person.

Reporting:

- Library Point Person will ensure that Incident Reports are filed with the Library Trustee Board and the Town (if applicable) whenever Narcan is administered.

Response Procedures:

Signs of possible overdose:

- person will not wake up or respond to voice (**this is the #1 sign to look for**)
- snoring or gurgling sounds
- breathing is very slow, or irregular, or has stopped
- pupils are pinpoint
- blue lips and/or nail beds
- clammy skin

Protocol:

1. Assess the scene for your own safety. If the situation is unsafe, do not attempt to get to the victim.
2. Call 911.
3. If possible, alert other staff to the situation and ask for assistance, especially with crowd control.
4. Put on gloves and breathing mask.
5. Put individual on his/her back. Do NOT attempt to move him/her from a chair to the floor.
6. Administer dose of Narcan: read and follow directions on the box.
7. If trained in rescue breathing, commence rescue breathing using an appropriate breathing barrier.
8. If the person is on the floor, put him/her in the recovery position.
9. Watch closely, but from a safe distance. Be aware that the effect of Narcan is to cause immediate withdrawal from an opioid high. The person might be ill or confused. Offer reassurance and support, but do not compromise your safety. NEVER attempt to restrain the person.
10. If the person does not respond within 2-3 minutes, administer another dose of Narcan in the alternate nostril.
11. Once EMS has arrived, take time for self-care. Allow another staff member to continue with crowd control and limiting gossip about the incident.
12. Fill out the Library's accident/incident report: a paper copy is stored with the Narcan. Leave completed form on the Library Director's desk.