

## **Administrative Procedures for Naloxone**

(Attachment for Policy No. 823)

### **Purpose**

These procedures establish the maintenance, administration, and management of naloxone, opioid overdose reversal medication, at the School District of Philadelphia (“District”).

### **Procedures**

#### **Acquisition of Naloxone**

The District will use Narcan brand naloxone hydrochloride nasal spray. Two naloxone kits will be available in the principal’s office at each of the schools in Appendix A.

#### **Maintenance and Location of Naloxone**

Naloxone will be stored in accordance with manufacturer’s recommendations.

#### *Central Office*

Naloxone stock will be stored in Student Health Services. Student Health Services shall monitor expiration dates and order new stock, as needed.

#### *Schools*

Naloxone will be stored in the principal's office in a clearly marked, locked storage box. School nurses shall monitor expiration dates and order new supplies from Student Health Services, as needed.

#### **Training of Designated Personnel**

School nurses and one other member of school personnel will be trained at the schools housing Narcan which are listed in Appendix A.

Training will include:

- Successful completion of the online [Pennsylvania Department of Health Training Program](#) or similar program;
- Knowledge of the Naloxone storage location;
- First Aid/CPR training; and
- A refresher course will be provided as needed to cover any updates to these procedures, advances in the treatment of opioid overdoses, and other relevant information.

#### **Administering Naloxone**

Before administering the Naloxone, the primary responder will call 9-1-1 and request immediate

medical response. They will call for the school nurse or other trained personnel and the School Safety Officer (“SSO”), if available.

School Safety Officers (“SSOs”), where assigned, will be present to provide support should an individual become agitated and/or aggressive upon awakening. For locations without an assigned SSO, or the SSO is not on location, the principal or designee should contact School Safety Dispatch at 215-400-6000 so an SSO or supervisor can be assigned to respond to the location.

Additional personnel, responding to the scene, will:

- Assist in directing emergency medical services (“EMS”) to the scene and
- Provide assistance in clearing the area of bystanders.

The person who administers the naloxone will notify the building administrator and will note the time(s) that the Naloxone is administered to the affected person for notification to EMS personnel and for reporting purposes.

*RESPOND*

**Observe individual for signs and symptoms of opioid overdose**

The school nurse or other trained personnel will observe the individual for signs and symptoms of opioid overdose.

Suspected or confirmed opioid overdose consists of:

- Respiratory depression evidenced by slow respirations or no breathing (apnea)
- Unresponsiveness to stimuli (such as calling name, shaking, sternal rub)

Suspicion of opioid overdose can be based on:

- Presenting symptoms
- History
- Report from bystanders
- School nurse or staff prior knowledge of person
- Nearby medications, illicit drugs, or drug paraphernalia

<b>Opioid Overdose vs. Opioid High</b>	
<b>Opioid High</b>	<b>Opioid Overdose</b>
Relaxed muscles	Pale, clammy skin
Speech slowed, slurred breathing	Speech infrequent, not breathing, very shallow breathing
Appears sleepy, nodding off	Deep snorting or gurgling
Responds to stimuli	Unresponsive to stimuli (calling name, shaking, sternal rub)
Normal heart beat/pulse	Slowed heart beat/pulse
Normal skin color	Cyanotic skin coloration (blue lips, fingertips)
	Pinpoint pupils

The school nurse or other trained personnel will assess breathing and perform rescue breathing if needed.

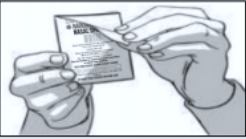
- Place the person on their back.
- Tilt their chin up to open the airway.
- Check to see if there is anything in their mouth blocking their airway, such as gum, toothpick, undissolved pills, syringe cap, cheeked Fentanyl patch. If present, remove it.
- If using mask, place and hold mask over mouth and nose.
- If not using a mask, pinch their nose with one hand and place your mouth over their mouth.
- Give 2 even, regular-sized breaths.
- Blow enough air into their lungs to make their chest rise.
  - If you are using a mask and don't see their chest rise, out of the corner of your eye, tilt the head back more and make sure the seal around the mouth and nose is secure.
  - If you are not using a mask and don't see their chest rise, out of the corner of your eye make sure you're pinching their nose.
- Breathe again.
- Give one breath every 5 seconds.

*REVERSE*


**Administer intranasal naloxone**

The school nurse or other trained personnel will tilt head back and spray (4 mg) into one nostril. If additional doses are needed, they will give it in the other nostril.

**Remove** NARCAN Nasal Spray from the box.  
 Peel back the tab with the circle to open the NARCAN Nasal Spray.





**Hold** the NARCAN nasal spray with your thumb on the bottom of the plunger and your first and middle fingers on either side of the nozzle.




**Gently insert the tip of the nozzle into either nostril.**

- Tilt the person's head back and provide support under the neck with your hand. Gently insert the tip of the nozzle into **one nostril**, until your fingers on either side of the nozzle are against the bottom of the person's nose.



**Press the plunger firmly** to give the dose of NARCAN Nasal Spray.

- Remove the NARCAN Nasal Spray from the nostril after giving the dose.



(Graphic credit: ADAPT Pharma, 2015)

The school nurse or other trained personnel will place the person in recovery position (lying on their side) and stay with the person until help arrives.

The SSO will seize all illegal and/or non-prescribed opioid narcotics found on victim and process in accordance with District protocols. The SSO and nurse will stay with the individual until EMS arrives. Where a physical intervention is required, the SSO will utilize approved Safety Care techniques.

Note: Using naloxone in patients who are opioid dependent may result in severe opioid withdrawal symptoms such as restlessness or irritability, body aches, diarrhea, increased heart rate (tachycardia), fever, runny nose, sneezing, goosebumps (piloerection), sweating, yawning, nausea or vomiting, nervousness, shivering or trembling, abdominal cramps, weakness, and increased blood pressure. **Risk of adverse reaction should not be a deterrent to administration of naloxone.**

#### *REFER*

- For students, the school nurse will ensure that the parent/guardian is immediately contacted per school protocol.
- For students, the school nurse, counselor, or STEP (Support Team for Educational Partnership) staff will follow up with treatment referral recommendations, as appropriate.
- Trained personnel or SSO will file an incident report at [seriousincident@philasd.org](mailto:seriousincident@philasd.org) or by calling 1-215-400-6100.
- Administering personnel will complete a [Naloxone Administration Report form](#).

#### **Appendix A**

Lewis C. Cassidy Academics Plus  
6523 Lansdowne Avenue  
Philadelphia, PA 19151

William Cramp School  
3449 Mascher Street  
Philadelphia, PA 19140

Franklin S. Edmonds School  
8025 Thouron Avenue  
Philadelphia, PA 19150

Lewis Elkin School  
3199 D Street  
Philadelphia, PA 19134

Frankford High School  
5000 Oxford Avenue  
Philadelphia, PA 19124

Edward Gideon School  
2817 Glenwood Avenue  
Philadelphia, PA 19121

Alain Locke School  
4550 Haverford Avenue  
Philadelphia, PA 19104

James Logan School  
1700 Lindley Avenue  
Philadelphia, PA 19141

Martha Washington School  
766 North 44<sup>th</sup> Street  
Philadelphia, PA 19104

Morton McMichael School  
3543 Fairmount Avenue  
Philadelphia, PA 19104

General George G. Meade School  
1600 North 18<sup>th</sup> Street  
Philadelphia, PA 19121

Penrose School  
2515 South 78<sup>th</sup> Street  
Philadelphia, PA 19153

Samuel Powel School  
301 North 36<sup>th</sup> Street  
Philadelphia, PA 19104

South Philadelphia High School  
2101 South Broad Street  
Philadelphia, PA 19148

Phillip H. Sheridan School  
800 East Ontario Street  
Philadelphia, PA 19134

Science Leadership Academy Middle School  
3600 Market Street  
Philadelphia, PA 19104

Southwark School  
1835 South 9<sup>th</sup> Street

Philadelphia, PA 19148

Allen M. Stearne School  
1655 Unity Street  
Philadelphia, PA 19124

Edward T. Steel School  
4301 Wayne Avenue  
Philadelphia, PA 19140

William T. Tilden Middle School  
6601 Elmwood Avenue  
Philadelphia, PA 19142

West Philadelphia High School  
4901 Chestnut Street  
Philadelphia, PA 19139