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## Use of Naloxone (Narcan) and Epinephrine Auto-Injectors Policy 6-103

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### Scope:

The Superintendent or designee is authorized to obtain, maintain, and administer stock naloxone (Narcan) and epinephrine auto-injectors for use in emergency situations. The District shall maintain these emergency medications in the main office at each school site, in a secure but readily accessible location known to trained personnel.

The Superintendent or designee shall ensure that designated staff receive training consistent with state law and that emergency medications are stored, maintained, and administered in accordance with applicable legal requirements.

### Definitions

1. **Naloxone / Narcan:** An opioid antagonist used to reverse the effects of an opioid overdose.
2. **Epinephrine Auto-Injector:** A device used to treat anaphylaxis.
3. **Designated Personnel:** School employees who have volunteered and been trained to administer emergency medications under Education Code requirements.

### Purpose

The District is committed to protecting the health and safety of students, staff, and visitors by ensuring an appropriate and timely response to medical emergencies involving suspected opioid overdose or anaphylaxis. Pursuant to Education Code sections 49414, 49414.3, and 49414.4, the District authorizes trained personnel to administer naloxone (Narcan) or epinephrine auto-injectors when an individual is experiencing a life-threatening emergency. This policy establishes procedures for acquisition, storage, training, use, and reporting.

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## Administrative Regulations

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### 1. Naloxone (Narcan) Program (*Education Code §§ 49414.3–49414.4*)

- **Authorization**
  - The District may obtain, maintain, and administer stock naloxone for use in responding to a suspected opioid overdose.
  - Participation in the naloxone program is voluntary for staff.
- **Designated Personnel and Training**
  - Any employee who voluntarily agrees to be trained may administer naloxone in accordance with applicable training.
  - The Education Code does not require a minimum number of trained personnel.
  - Training shall be consistent with standards established by the California Department of Public Health or equivalent instructional programs.
  - The Superintendent or designee shall ensure training is completed before a volunteer may administer naloxone.
- **Storage**
  - Naloxone shall be stored in the main office at each school site in a secure, temperature-appropriate, and readily accessible location.
  - The Superintendent or designee shall maintain an inventory log including types of medication, quantities, and expiration dates.
- **Emergency Response Procedures**
  - When an opioid overdose is suspected, staff shall immediately contact **911**.
  - Trained personnel may administer naloxone following approved training protocols.
  - The individual shall be monitored until emergency medical services arrive.
  - The site administrator and the Superintendent or designee shall be notified.

- For students, parents/guardians shall be notified as soon as practicable.

- **Reporting Requirements**

- The staff member administering naloxone shall complete an incident report including:
  - a. Date, time, and location
  - b. Observed symptoms
  - c. Name of administering staff
  - d. Dosage administered
  - e. Notifications made
  - f. Follow-up actions
- The Superintendent or designee shall retain incident documentation.

- **Disposal and Replacement**

- Used or expired naloxone shall be disposed of in accordance with medical waste regulations.
- Disposal shall be documented including date, method, and lot information.
- Replacement medication shall be ordered promptly.

## 2. Epinephrine Auto-Injector Program (*Education Code § 49414*)

- **Authorization**

- The District may obtain, maintain, and administer stock epinephrine auto-injectors for use during anaphylactic emergencies.
- Participation is voluntary for employees but subject to statutory requirements for training and written consent.

- **Required Minimum Staffing**

- Each school site shall maintain at least one trained volunteer available during school hours.

- The Superintendent or designee shall ensure that required staffing levels are maintained.
- The District shall make reasonable efforts to ensure trained volunteers are available during school-sponsored events, extracurricular activities, and off-campus programs.
- **Volunteer Participation and Written Consent**
  - Employees must voluntarily agree to serve as epinephrine-trained personnel.
  - Employees shall provide written consent before participating.
  - Consent documentation shall be kept on file by the Superintendent or designee.
- **Training Requirements**
  - Training must be provided or verified by a licensed physician, surgeon, physician assistant, or school nurse.
  - Training shall include:
    - a. Recognition of anaphylaxis
    - b. Administration of Epinephrine
    - c. Emergency contact procedures
    - d. Monitoring until EMS arrives
  - Annual recertification is required.
- **Storage**
  - Epinephrine auto-injectors shall be stored in the main office at each school site in a secure, clearly labeled, and accessible location.
  - Inventory logs shall be maintained documenting quantities, lot numbers, and expiration dates.
- **Emergency Response Procedures**
  - When anaphylaxis is suspected, staff shall immediately contact **911**.
  - Trained volunteers may administer epinephrine consistent with their training.

- The individual shall be monitored until emergency medical services arrive.
- The site administrator and Superintendent or designee shall be notified.
- Parents/guardians shall be notified for student incidents.
- **Reporting Requirements**
  - An incident report shall be completed including:
    - a. Date, time, and location
    - b. Symptoms observed
    - c. Name of administering personnel
    - d. Medication and dosage
    - e. Notifications made
    - f. Follow-up actions
  - Reports shall be retained by the Superintendent or designee.
- **Disposal and Replacement**
  - Used or expired auto-injectors shall be disposed of as medical waste in accordance with local and state regulations
  - Disposal shall be documented including fate, device, and method
  - Replacement devices shall be ordered promptly

### **3. Liability Protections**

District employees who administer naloxone or epinephrine auto-injectors in good faith and in accordance with training and this policy are afforded liability protection under Education Code sections 49407, 49414, 49414.3, and 49414.4.

### **4. Program Oversight-** The Superintendent or designee shall:

- Ensure compliance with applicable laws;
- Maintain training records and volunteer consent forms;

*Adopted on:*  
*Revised on: N/A*

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- Monitor and replace medication inventories;
- Oversee reporting and documentation requirements; and
- Annually review the program and recommend revisions as needed.