

TAHOE TRUCKEE UNIFIED SCHOOL DISTRICT
NALOXONE TRAINING, ADMINISTRATION, & DISTRIBUTION
PURPOSE, POLICY & PROCEDURES

PURPOSE: The School District wishes to prevent opiate-related overdose deaths by making naloxone available in its schools. Naloxone is a medication found to reverse the effects of an opiate-related drug overdose. Consistent with California law, the School District wishes to obtain authorization for school personnel to administer naloxone in order to respond to suspected drug overdose occurring in schools. This document is intended to provide instructions on the administration, training, and storage of the Naloxone (Narcan) distribution program for Tahoe Truckee Unified School District.

POLICY: The California Education Code (EC) Section 49414.3 authorizes school districts, county offices of education, and charter schools to provide emergency Naloxone (Narcan) or another opioid antagonist to school nurses or trained personnel who have volunteered, and to use Naloxone (Narcan) or another opioid antagonist to provide emergency medical aid to persons suffering, or reasonably believed to be suffering from an opioid overdose. In addition, Section 49414.3 states that a school district, county office of education, or charter school may designate one or more volunteers to receive initial and annual refresher training, based on standards regarding the storage and emergency use of Naloxone (Narcan) or another opioid antagonist from the school nurse or other qualified person designated by an authorizing physician and surgeon.

The guidelines outlined are for administrators, school nurses, and other trained personnel to provide instructions on the use of Naloxone (Narcan) Nasal Spray to provide emergency medical aid to persons suffering or reasonably believed to be suffering from an opioid overdose. The bulletin provides instructions and requirements for emergency administration of Naloxone (Narcan), division of responsibilities on school campuses, and guidelines for the process of distributing a notice and description of volunteer training.

As Naloxone (Narcan) is available on all District campuses, students are strongly encouraged to seek assistance of school site personnel in the event of an opioid emergency.

GUIDELINES: Naloxone (Narcan) is an emergency medication that requires medical authorization as well as training prior to use. Students who carry Naloxone (Narcan) on campus and at school-sponsored activities will not be subject to disciplinary action.

I. GENERAL GUIDELINES

- A. The Standing Order for Naloxone (Narcan) is kept on file in the Office of Student Services, and on every campus
- B. Naloxone (Narcan) and monthly checklists are at the schools in a secure location accessible to designated school personnel.
- C. Instructions for Administration of Naloxone (Narcan) Nasal Spray should be used to guide the school nurse or trained unlicensed personnel to administer Naloxone (Narcan) in an emergency (*Attachment A*).
- D. All persons receiving emergency Naloxone (Narcan) should be immediately transported by emergency medical services (EMS) for emergency medical care, even if symptoms appear to have been resolved.
- E. The school site administrator or school nurse must maintain, on the premises where the Naloxone (Narcan) Nasal Spray is stored, an annually updated Naloxone (Narcan)
- F. Emergency Response Site Plan (*Attachment B*) with the following information:
 - Where and how the Naloxone (Narcan) will be stored.
 - The names of the designated employees who have completed the required training program.
 - Log for monthly check of Naloxone (Narcan) for an expiration date.
 - The process to replace the expired Naloxone (Narcan), including proper disposal of the expired or used Naloxone (Narcan).
- G. All schools must maintain records for seven (7) years, including the Naloxone (Narcan) Emergency Response Site Plan and information regarding the acquisition and disposition of Naloxone (Narcan) Nasal Spray.

II. DIVISION OF RESPONSIBILITIES

A. Responsibility of School Administrator

In order to implement this policy, school administrators should follow the guidelines below. School administrators/ School nurses are responsible for distributing a notice at least once per school year to all staff requesting volunteers who will be trained to administer Naloxone (Narcan).

Request for Volunteers to Administer Naloxone to Persons with Suspected Opioid Overdose (*Attachment C*).

1. Coordinate with the credentialed school nurse to establish a secure location where the Naloxone (Narcan) and monthly checklists must be kept.

2. Stock Naloxone (Narcan) staff training must be conducted through school nurse training and a completion certificate be kept in the employee's personnel file.
3. Maintenance of training standards written materials must include:
 - a. Techniques for recognizing symptoms of opioid overdose
 - b. Standards and procedures for the storage, restocking, and emergency use of Naloxone (Narcan) Nasal Spray
 - c. Emergency follow-up procedures, including calling the emergency 911 telephone number and contacting a pupil's parent/guardian/emergency contact or an employee's emergency contact
4. Monthly Checklist (*Attachment D*) must be completed once a month
5. Provide each employee, who volunteers, with a Naloxone Volunteer Notification Letter (*Attachment E*).
6. Maintain confidential files of all required documentation for a period of seven (7) years. These documents include the annual Request for Volunteers to Administer Naloxone to Persons with Suspected Opioid Overdose (*Attachment C*), Monthly Checklist (*Attachment D*), copies of signed Volunteer Notification Letter (*Attachment E*), and Training Log Sign-in Sheets (*Attachment F*).
7. Maintain a supply of Naloxone (Narcan) at all times. If a Naloxone (Narcan) Nasal Spray has been used, it must be restocked immediately, but no later than 2 weeks after it is used. Naloxone (Narcan) Nasal Spray must be restocked before its expiration date.
8. Instructions on how to replenish the school's supply of Naloxone (Narcan) are included in the last check mark on the Naloxone Emergency Response Site Plan (*Attachment B*).
9. Review that certification in cardiopulmonary resuscitation is recommended, but not required.

B. Responsibility of Credentialed School Nurse

The credentialed school nurse should collaborate with the school administrator by following the actions below.

1. Training standards to include:
 - a. Techniques for recognizing symptoms of opioid overdose
 - b. Training on the administration of emergency medications using the Instructions for Administration of Naloxone Nasal Spray (*Attachment A*)

- c. Emergency follow-up procedures
 - d. Documentation procedures: Report of Naloxone Administration (*Attachment G*).
2. Provide the trainee with District approved written materials covering the training components (*Attachments A, B, D, and G*).
3. Organize and maintain a confidential file of all required documentation:
 - a. Annual Request for Volunteers to Administer Naloxone to Persons with Suspected Opioid Overdose (*Attachment C*)
 - b. Monthly Checklist (*Attachment D*)
 - c. Copies of signed Naloxone Volunteer Notification Letter (*Attachment E*)
 - d. Training Log Sign-in Sheets (*Attachment F*).

All documentation should be kept for a period of seven (7) years.

III. DIVISION OF RESPONSIBILITIES

A. Personnel

If opioid overdose is suspected and a physician is not immediately available, a school nurse should administer Naloxone (Narcan) to the person suspected of experiencing an opioid overdose. If a school site does not have a school nurse on site or is unavailable, a trained volunteer may administer Naloxone (Narcan) to a person exhibiting potentially life-threatening symptoms of an opioid overdose.

B. Symptoms

If a person is exhibiting or reasonably believed to be experiencing any of the following symptoms, immediately administer Naloxone (Narcan), then call 911:

1. Unconsciousness
2. Very small pupils (miosis)
3. Very slow or shallow breathing
4. Vomiting
5. An inability to speak
6. Faint heartbeat
7. Limp arms and legs
8. Pale, clammy skin
9. Blue or purple lips and fingernails

C. Emergency Medical Services

Upon the administration of Naloxone (Narcan), 911 or other emergency medical services must be called so the person may be transported in an emergency vehicle to a hospital for further treatment and observation.

AUTHORITY: California Education Code Section 49414.3
California Civil Code Section 1714.22

Attachment A

INSTRUCTIONS FOR ADMINISTRATION OF NALOXONE NASAL SPRAY

- Use Naloxone Nasal Spray for known or suspected opioid overdose in adults and children.
- Each Naloxone Nasal Spray has 1 dose and cannot be reused.

STEP 1: EVALUATE FOR SIGNS OF OPIOID OVERDOSE

Signs of OVERDOSE*, which often results in death if not treated, include:

- Unconsciousness or inability to awaken
- Slow or shallow breathing or breathing difficulty such as choking sounds or a gurgling/snoring noise from a person who cannot be awakened
- Fingernails or lips turning blue/purple

OPIOID HIGH vs. OPIOID OVERDOSE	
OPIOID HIGH	OPIOID OVERDOSE
Relaxed muscles	Pale, clammy skin
Speech slowed, slurred	Cannot speak, very shallow breathing or not breathing
Breathing slow or shallow	Slowed heartbeat or stopped
Appears sleepy, nodding off	Deep snorting or gurgling, vomiting
Responds to stimuli but difficulty being awakened from sleep	Unresponsive to stimuli (calling name, shaking, sternal rub)
Normal heart beat/pulse	Cyanotic skin color (blue lips, fingertips)
Normal skin color	Pinpoint pupils

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.

*If the person does not respond to stimuli (as above), go to STEP 2.

STEP 2: ADMINISTER NALOXONE (See NARCAN Nasal Spray QUICK START GUIDE below)

- Lay the person on their back to receive a dose of Naloxone Nasal Spray
- Remove Naloxone Nasal Spray from the box
- Peel back the tab with the circle to open the Naloxone Nasal Spray
- Hold the Naloxone Nasal Spray with your thumb on the bottom of the plunger
- and your first and middle fingers on either side of the nozzle
- 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 Naloxone Nasal Spray
- Remove the Naloxone Nasal Spray from the nostril after giving the dose

STEP 3: CALL 911 FOR HELP

- Call for help- Dial 911 after naloxone nasal spray is used
- State: "Someone is unresponsive and not breathing."
- Give a specific address and/or description of your location
- Follow dispatcher's instructions

STEP 4: RESUSCITATE/SUPPORT THE PERSON'S BREATHING

- Assess breathing: Perform rescue breathing if needed.
- Place the person on their back.

- Check to see if there is anything in their mouth blocking the airway, such as gum, a toothpick, undissolved pills, syringe cap, cheeked Fentanyl patch. If present, remove it while wearing gloves.

NARCAN® (naloxone HCl) **NASAL SPRAY**

QUICK START GUIDE Opioid Overdose Response Instructions

Use NARCAN® (naloxone hydrochloride) Nasal Spray for known or suspected opioid overdose in adults and children.

Important: For use in the nose only.

Do not remove or test the NARCAN Nasal Spray until ready to use.

1 Identify Opioid Overdose and Check for Response

Ask person if he or she is okay and shout name.

Shake shoulders and firmly rub the middle of their chest.

Check for signs of an opioid overdose:

- Will not wake up or respond to your voice or touch
- Breathing is very slow, irregular, or has stopped
- Center part of their eye is very small, sometimes called “pinpoint pupils”

Lay the person on their back to receive a dose of NARCAN Nasal Spray.



2 Give NARCAN Nasal Spray

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.



3 Call for emergency medical help, Evaluate, and Support

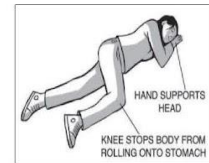
Get emergency medical help right away.

Move the person on their side (recovery position) after giving NARCAN Nasal Spray.

Watch the person closely.

If the person does not respond by waking up, to voice or touch, or breathing normally another dose may be given. NARCAN Nasal Spray may be dosed every 2 to 3 minutes, if available.

Repeat Step 2 using a new NARCAN Nasal Spray to give another dose in the other nostril. If additional NARCAN Nasal Sprays are available, repeat step 2 every 2 to 3 minutes until the person responds or emergency medical help is received.



ADAPT
PHARMA

For more information about NARCAN Nasal Spray, go to www.narcannasalspray.com, or call 1-844-4NARCAN (1-844-462-7226). You are encouraged to report negative side effects of prescription drugs to the FDA. Visit www.fda.gov/medwatch, or call 1-800-FDA-1088.

©2017 ADAPT Pharma, Inc. NARCAN® is a registered trademark licensed to ADAPT Pharma Operations Limited. A1107

Attachment B

TAHOE TRUCKEE UNIFIED SCHOOL DISTRICT
NALOXONE EMERGENCY RESPONSE SITE PLAN

School Nurse: _____ Date: _____
School: _____
School Address _____ City: _____
Zip Code: _____ Phone (____) _____
Exact Location of the Naloxone: _____

Naloxone Emergency Response Team Members

Naloxone Training Date

1. How will first responder activate the Emergency Medical Services?

2. How will the first responder notify the Naloxone Emergency Response Team Members?
(Phone, radio, bell, intercom)

3. Which Emergency Response Team members have access to the Naloxone and will bring
the Naloxone to the emergency location?

The first responder will be responsible for the documentation of the emergency.

(Attachment C)

Request for Volunteers to Administer Naloxone to Persons with Suspected Opioid Overdose

To All School Staff,

The school district has elected to implement an emergency naloxone program to reverse the effects of an opioid overdose. This is a request for volunteers who are willing to be trained to administer naloxone or another opioid antagonist to a person if the person is suffering, or reasonably believed to be suffering, from an opioid overdose.

“Opioid antagonist” means naloxone, when administered, reverses or neutralizes in whole or in part the effects of an opioid in the body and has been approved for the treatment of an opioid overdose.

“Volunteer” or “trained personnel” means an employee who has volunteered to administer naloxone to a person if the person is suffering, or reasonably believed to be suffering, from an opioid overdose, has been designated by a school, and has received training.

Each public and private elementary and secondary school in the state may designate one or more volunteers to receive initial and annual refresher training. Training shall include:

- Techniques for recognizing symptoms of an opioid overdose.
- Standards and procedures for the storage, restocking, and emergency use of naloxone.
- Basic emergency follow-up procedures, including, but not limited to, a requirement for the school to call 911 emergency services and to contact the pupil's parent or guardian.
- Recommendations on the necessity of instruction and certification in cardiopulmonary resuscitation.
- Written materials covering the information required.
- Training shall be consistent with the most recent guidelines for medication administration.
- A school shall retain for reference the written materials prepared

Other provisions: Training shall be provided for volunteers at no cost to the volunteer and during the volunteer's regular working hours.

- No benefit will be granted to or withheld from any individual based on his or her offer to volunteer and that there will be no retaliation against any individual for rescinding an offer to volunteer, including after receiving training.
- Volunteers may administer naloxone only by nasal spray or by auto-injector.
- A volunteer shall be allowed to administer naloxone in a form the volunteer is most comfortable with.
- A school district electing to use naloxone for emergency aid shall ensure that each employee

who volunteers will be provided defense and indemnification by the school district for any and all civil liability, The information shall be provided in writing to the volunteer and retained in the volunteer's personnel file.

- A person trained as required, who administers naloxone, in good faith and not for compensation, to a person who appears to be experiencing an opioid overdose shall not be subject to professional review, be liable in a civil action, or be subject to criminal prosecution for his or her acts or omissions in administering the naloxone.
- The protection shall not apply in a case of gross negligence or willful and wanton misconduct of the person who renders emergency care treatment by the use of naloxone.

If you would like to volunteer to be trained to administer naloxone, please contact [[School Nurse](#)]. Thank you for your willingness to help keep students safe!

(Attachment D)

Monthly Checklist

School Year 2023-2024

Stock Naloxone Nasal Spray Maintenance Form

Number of Naloxone Nasal Spray units	Dose	Date	Exp. Date	Notes	Initials

Monthly Naloxone Nasal Spray Monthly Check

Month	Exp. Date	Comments/Initials
August		
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		

Attachment G
Report of Naloxone Administration

TTUSD REPORT OF NALOXONE ADMINISTRATION

Demographics
Name of School: _____
NAME OF PERSON RECEIVING NALOXONE: _____
Age: _____ Grade: _____ Type of Person: <input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Visitor Gender: <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> OTHER
Signs of Overdose Present
<input type="checkbox"/> Blue lips <input type="checkbox"/> Breathing slowly <input type="checkbox"/> Shallow breathing <input type="checkbox"/> Slow pulse <input type="checkbox"/> Unresponsive
<input type="checkbox"/> Weak pulse <input type="checkbox"/> Other (specify) _____
Naloxone Administration Incident Reporting
Date of occurrence: _____ Time of occurrence: _____
Vital signs: BP _____/____ Temp _____ Pulse _____ Respiration _____
Location where student / individual was found:
<input type="checkbox"/> Classroom <input type="checkbox"/> Cafeteria <input type="checkbox"/> Health Office <input type="checkbox"/> Playground <input type="checkbox"/> Bus <input type="checkbox"/> Other (specify): _____
How was the naloxone given: <input type="checkbox"/> Sprayed into nose
Naloxone administered by: (Name) _____
Was this person formally trained? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
Parent notified of naloxone administration: (time) _____
Was a second dose of naloxone required? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
If yes, was that dose administered at the school prior to the arrival of EMS? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Approximate time between the first and second dose _____
Naloxone lot #: _____ Expiration date: _____
Person's Response to Naloxone
<input type="checkbox"/> Combative <input type="checkbox"/> Responsive/Angry <input type="checkbox"/> Responsive but sedated <input type="checkbox"/> Responsive and Alert <input type="checkbox"/> No response to naloxone
Post-Naloxone Observations (Check all that apply)
<input type="checkbox"/> None <input type="checkbox"/> Seizure <input type="checkbox"/> Vomiting <input type="checkbox"/> Difficulty breathing <input type="checkbox"/> Other (specify): _____
Other Actions Taken
<input type="checkbox"/> Sternal rub <input type="checkbox"/> Recovery position <input type="checkbox"/> Rescue breathing <input type="checkbox"/> Chest compressions <input type="checkbox"/> Automatic defibrillator
<input type="checkbox"/> Yelled <input type="checkbox"/> Shook the person <input type="checkbox"/> Oxygen <input type="checkbox"/> Other (specify): _____

TTUSD REPORT OF NALOXONE ADMINISTRATION

Disposition

EMS notified at: (time) _____ EMS arrived on scene at: (time) _____

Transferred to ER: Yes No Unknown

If yes, transferred via: Ambulance Parent/Guardian Other

Parent: At school Will come to school Will meet student at hospital Other: _____

Hospitalized: Yes If yes, discharged after _____ days No

Name of hospital: _____

Student/Staff/Visitor outcome:

School Follow-up

Did a debriefing meeting occur? Yes No

Recommendation for changes: Protocol change Policy change Educational change Information sharing None

Comments (include names of school staff, parent, others who attend debriefing):

Form completed by: _____ Date: _____

Title: _____

Phone number: (_____) _____ - _____ Ext.: _____

Form emailed to Student Services/ School Nurse on Date: _____



December 15, 2023

**NOTICE OF ACCEPTANCE OF NALOXONE DISTRIBUTION PROJECT (NDP)
APPLICATION**

Dear Applicant:

This letter is in response to the NDP application received for Tahoe Truckee Unified School District on December 14, 2023 requesting 192 units of Naloxone. The application has been reviewed and is approved as submitted.

The Department's acceptance of the NDP application is based on the organizations' certification to comply by the terms and conditions stated in the application.

If you have any questions, please contact DHCS via email at Naloxone@dhcs.ca.gov.

Sincerely,

NDP Team



TOMÁS J. ARAGÓN, MD, DrPH
Director and State Public Health Officer

State of California—Health and Human Services Agency California Department of Public Health



GAVIN NEWSOM
Governor

Naloxone Standing Order

Purpose

The purpose of this standing order is to help reduce morbidity and mortality associated with opioid overdose by facilitating the distribution and administration of Naloxone Hydrochloride (Naloxone). Naloxone is an opioid antagonist indicated for the complete or partial reversal of opioid overdose, including respiratory depression, induced by natural and synthetic opioids. It may be delivered intramuscularly with a needle or intranasally. Naloxone is indicated for emergency treatment of a known or suspected opioid overdose. It is not a substitute for emergency medical care.

This standing order authorizes:

Non-prescribing entities in California to distribute naloxone to individuals at risk of opioid overdose, their family members and friends, or other persons in a position to assist during an opioid-related overdose, who have completed an opioid overdose prevention and treatment training program.

The administration of naloxone received from the entity using this standing order to assist a person experiencing or reasonably suspected of experiencing an opioid overdose, by a family member, friend, or other person who has received opioid overdose prevention and treatment training from an opioid overdose prevention and treatment training program.

Authority

This standing order is issued pursuant to paragraphs (1) and (2) of subdivision (c) of Section 1714.22 of the California Civil Code, which allows a licensed health care provider authorized to prescribe an opioid antagonist to issue a standing order for the distribution and administration of naloxone.

Terms and Conditions

By submitting the online application form, the entity:

1. Certifies that the contact and location information provided on the online application form is correct.
2. Will ensure that any of its affiliates or subcontractors apply for their own standing order.
3. Agrees to allow the California Department of Public Health to contact the entity using the information provided on the application form.
4. Agrees to allow the California Department of Public Health to use the information provided on the application form to track the use of the standing order and conduct other public health and epidemiological surveillance activities.
5. Acknowledges that the standing order cannot be used to sell naloxone.
6. Agrees to ensure that entities and individuals receiving and administering naloxone receive opioid overdose prevention and treatment training as defined in this standing order.
7. Agrees to maintain and report information regarding the number of doses of naloxone distributed under this standing order at the time of renewal.
8. If known/available, agrees to maintain and report information upon renewal regarding the number of reversals which occurred using naloxone distributed under this standing order.
9. Agrees to re-apply for the standing order if there is a change in the information required on the online application form.
10. Agrees to maintain a copy of the standing order, which will include these terms and conditions.

Definitions

A. "Non-prescribing entities" means organizations that do not employ or contract with a medical provider that has a license to prescribe and can issue a standing order and provide oversight for the distribution and administration of naloxone.

B. "Opioid overdose prevention and treatment training program" means any program operated by a local health jurisdiction or that is registered by a local health jurisdiction to train individuals to prevent, recognize, and respond to an opiate overdose, and that provides, at a minimum, training in all of the following:

- 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.

Additionally, the training program should include how to recognize an opioid overdose. An example of an "overdose prevention and treatment training program" that is registered with or operated by a local health jurisdiction includes, but is not limited to:

- [Administering Naloxone - CDPH training video](#)

Director and State Public Health Officer Signature

G 68687

License Number

Tomás J. Aragón, MD, DrPH

Director and State Public Health Officer Name (printed)

6/27/2023

Date

6/27/2025

Expiration Date

Applying Entity Standing Order Information

This Standing Order is issued for: Tahoe Truckee Unified School District

Physical Address: 11603 Donner Pass Road, Truckee, CA 96161

Public Phone Number: (530) 582-2500

The entity agrees to all the terms and conditions specified in this Standing Order.

Expiration, Renewal and Review

This standing order will automatically expire two years from the date that it is signed. The standing order can be renewed by completing another online application form. This standing order should be reviewed carefully against the most current recommendations, and may be revised or updated if there is new information about naloxone administration.