

County of San Diego HHSN Naloxone Distribution Desk Guide

County Site Leads

A. Before distributing Naloxone

Site Lead will:

1. Identify staff that will distribute Naloxone.
 - a. Staff distributing naloxone will complete brief training on the County Learning Management System (LMS).
2. Prepare your site to receive and store naloxone.
 - a. Designate a storage area where Naloxone kits can be stored and readily accessed by staff.
 - b. Site lead will ensure Naloxone is stored properly based on kit storage information (i.e., out of direct sunlight and at room temperature).
 - c. Establish naloxone inventory tracking process for your site.
3. Prepare materials for client education and data collection.
 - a. Copies of educational materials for clients receiving naloxone should be made and ready to distribute.
 - b. Staff will be provided with Policies & Procedures, inventory tracking tool, client educational materials, and other resources.

B. Requesting Naloxone for distribution

1. Site lead will determine how many Naloxone kits are needed for their site.
2. Site lead will email Medical Operations Center (MOC) at MOC.LOGS.HHSA@sdcounty.ca.gov and copy the Harm Reduction team at HarmReduction@sdcounty.ca.gov to request number of doses of Naloxone.
3. Naloxone will be shipped to and received by the site.
4. Site lead will establish an inventory process for naloxone kits. Recommended elements include:
 - a. Number of doses received, and date received. You may choose to create an ID for each kit received using the naming convention: Clinic Name Acronym_YEAR_kit #
 - i. Example: BHSSE_2021_1, BHSSE_2021_2, etc.,
 - b. Expiration date of doses.
 - c. Threshold dose number to request restocking.
 - i. Consider dose demand at site.
 - ii. Recommend restocking when remaining doses reach 25% of starting supply.

C. Distributing Naloxone

See “Staff Distributing Naloxone” Desk Aid.

D. Data Collection

1. On the first (1st) day of the month, Site Lead or their designee will collect distribution data from Encounter Forms and enter data into County MS Forms for the previous month’s data.
2. Data will be sent to County BHS point of contact monthly at HarmReduction@sdcounty.ca.gov
3. Site Lead will save paper copies until confirming with Harm Reduction team the data were received and validated.