

# County of San Diego Naloxone Distribution Desk Guide for Staff Distributing Naloxone



## Before Distributing Naloxone

Staff distributing naloxone will:

1. Be identified by their **Site Lead** (your Site Lead is a specific member of your team who is leading the coordination of naloxone distribution efforts at your site). They signed or will sign the County's [Provider Agreement](#).
2. Connect with their **Site Lead** to review any site-specific storage, distribution, and documentation protocols.
3. Learn how to administer naloxone with this [instructional video](#) and review [resources](#) available to you and the community.

## Distributing Naloxone

To distribute Naloxone, staff will:

1. Identify or be informed that a client is at risk of overdose, requesting Naloxone, or interested in becoming an Opioid Overdose Responder (OOR).

### Sample script:

"The County is expanding its efforts to get more naloxone out into the community. Have you heard of naloxone or Narcan before?"

If no, explain what naloxone is and how to use it.

"Carrying Naloxone may provide the opportunity to save a life if someone is experiencing an opioid overdose around you. Would you like to take some free naloxone with you?"

- If yes, provide requested number of naloxone kits and training flyer, along with community educational materials to OOR.

If yes, "Great! Carrying naloxone may provide the opportunity to save a life if someone is experiencing an opioid overdose around you. Would you like to take some free naloxone with you?"

- If yes, provide one naloxone kit and training flyer to OOR.

2. Provide OOR Naloxone educational materials and provide training education on use.
3. Check Naloxone expiration date prior to distributing.
4. Using the paper-based County of San Diego Naloxone Distribution Encounter Form, staff will document:
  - a. Basic clinic and OOR/client demographics.
  - b. Number of kits distributed and reason for refill.
  - c. If your site implements an inventory monitoring process, document the Naloxone kit(s) number(s)  
For example: Dose ID information (Example: BHSSE\_2021\_1, BHSSE\_2021\_2, etc.,)
  - d. Distribute Naloxone to Opioid Overdose Responders (OORs) / client(s) and explain where they can get additional doses can be secured.

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- i. OOR's and clients can obtain additional naloxone kits by prescription from their physician, requesting a kit from their local pharmacy (note: recommend OOR or client call pharmacy ahead of time to ensure this service is available), and returning to the clinic or another participating County group (e.g., Probation Department – Community Transition Center, BHS Mental Health Clinics, or Public Health Services)
  - 1. Californians can now buy opioid reversal drugs directly from the state. As of April 2025, a box containing two doses of naloxone spray is [available online](#).
- e. **Site Lead** or designee will collect Naloxone Distribution Encounter Forms and input all demographic and usage data into the County of San Diego Naloxone Distribution data collection MS Forms tool monthly.
  - i. Maintain the physical paper encounter forms as backup data collection until data are confirmed received and validated with Harm Reduction team.
  - ii. Report may be requested at any time by lead sending Organization name and time period to [HarmReduction@sdcounty.ca.gov](mailto:HarmReduction@sdcounty.ca.gov).

## Returning Clients

- 1. When clients return for additional Naloxone doses, staff will use the Monthly Naloxone Distribution and Reversal Log to:
  - a. Collect basic demographic data, document the Naloxone use, and provide additional doses. Staff will provide additional education if client requests.

## Requesting Additional Naloxone Kits

- 1. Your **Site Lead** or their designee will monitor naloxone kit inventory. However, if you see that naloxone kit supply is low, inform your **Site Lead** to begin the restocking process.
  - a. Contact the Harm Reduction team at [HarmReduction@sdcounty.ca.gov](mailto:HarmReduction@sdcounty.ca.gov) to request additional kits.
- 2. **Site lead** or designated staff will enter each distribution as soon as possible, no later than the 5<sup>th</sup> of the month following distribution via MS for located at <https://forms.cloud.microsoft/g/PVYKUh2kTr>