

County of San Diego Naloxone Distribution Desk Guide for Site Leads



Before Distributing Naloxone

Site Lead will:

1. Identify staff that will distribute Naloxone.
 - a. Staff should learn how to administer naloxone with this [instructional video](#) and review [resources](#) available in the County.
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.

Requesting Naloxone for Distribution

1. Site lead will determine how many Naloxone kits are needed for their site.
2. Site lead will email the Harm Reduction team at HarmReduction@sdcounty.ca.gov to request provider agreement form and link to MS Naloxone request form.
3. (Coordinate as needed) Harm Reduction team will send confirmation email with doses, on site point of contact, and pick up date and time.
4. Naloxone will be available to pick up at 4000 Ruffin Rd 92123.
5. 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.
 - iii. Recommend to order Naloxone kits in multiples of 24

Distributing Naloxone

1. See "Staff Distributing Naloxone" Desk Aid.
 - a. Collect basic demographic data, document the Naloxone use, and provide additional doses. Staff will provide additional education if client requests.

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Data Collection

1. **Site lead** or designated staff will enter each distribution as soon as possible, no later than the 5th of the month following distribution via MS for located at <https://forms.cloud.microsoft/g/PVYKUh2kTr>
2. Maintain the physical paper encounter forms as backup data collection until data are confirmed received and validated with Harm Reduction team.
3. Report may be requested at any time by lead sending Organization name and time period to HarmReduction@sdcounty.ca.gov.

Expired Naloxone

1. Contact the Harm Reduction team with the following information:
 - a. Quantity
 - b. Expiration date