

William B. Ogden Free Library
NARCAN (NALOXONE) ADMINISTRATION

Purpose

To combat the continuing rise in opioid related deaths in New York State the William B. Ogden Free Library will train staff to be prepared to recognize and respond to a suspected opioid overdose by calling 911, administering Narcan, and initiating CPR if indicated.

References

[Education Law 922 and Commissioner's Regulations 136.8](#)
[Public Health Law 3309](#) and [10NYCR 80.138](#)

Procedure

1. Training
 - Training will be arranged by the Library Director through a recognized organization.
 - A refresher class will be provided to the staff in the sequence of the CPR training.
2. Narcan Inventory
 - Narcan will be obtained through a resource designated by the Library Director
 - Narcan out dates will be anticipated in advance and an order placed in a timely fashion to assure an on-hand supply.
 - A Narcan Inventory Record will be kept tracking the receipt of Narcan, from where it was obtained and the expiration date of the medication unit.
 - The Narcan units will be kept in the AED storage unit.
3. Reporting
 - 911 will be called in the event of a suspected overdose.
 - An incident report will be completed whenever Narcan is administered as well as at any time 911 is called.
 - Incident reports will be given to and maintained by the Library Director. The usual process for review of incident reports will be followed.
4. Opioid Overdose Binder
 - A binder will be kept at the circulation desk. It will contain:
 - Printed directions for use of Narcan
 - Narcan inventory sheet
 - Patient education sheet
 - Drug information sheet

Adopted: May 23, 2023