



## **MORROW COUNTY POLICIES AND PROCEDURES**

### Guidelines for the Project DAWN: Community-Based Overdose Education and Naloxone Distribution Program

#### **PURPOSE:**

The purpose of this document is to outline the policies and procedures for the ***Morrow County Health Department*** to conduct and provide multi-county, multi-agency oversight of the Project DAWN: Deaths Avoided With Naloxone. This is a multiple county program with agencies that will provide a community-based Overdose Education and Naloxone Distribution Program. Each county (Local Health Department) will have policies and procedures that follow (mimic) the Morrow County Health Department's policies/procedures. In order to participate in the Morrow County Health Department Project DAWN project, county health departments will provide their procedures to the Morrow County Project DAWN's Project Manager.

Staff of the Project DAWN program, under the supervision of the Medical Director, will register and train Opioid Overdose Responders to administer nasal naloxone (Narcan©) to individuals experiencing an opioid overdose. Naloxone is an opioid antagonist, which is used to reverse the effects of an opioid overdose. It is a non-controlled substance.

#### **DEFINITIONS:**

***Project DAWN Overdose Education and Naloxone Distribution Program:***

Project DAWN provides overdose prevention education and take-home

overdose reversal kits containing naloxone to individuals who complete an established training and who are at-risk for opioid overdose according to established program criteria.

***PROJECT DAWN:***

A program conducted and by the ***Morrow County Health Department*** which provides overdose prevention and response education within the community to at-risk populations and trains Opioid Overdose Responders in accordance with established program policies.

***PROJECT DAWN PROJECT MANAGER:***

The individual employed by the ***Morrow County Health Department*** who has overall responsibility for administering the Overdose Education and Naloxone Distribution Program with clinical oversight from the Medical Director.

Each county will provide a project manager to oversee the program within their jurisdiction and will follow the Morrow County Health Department's policies and procedures with minor modifications if necessary.

***PROJECT DAWN OVERDOSE PREVENTION EDUCATOR:***

A person or persons who have been trained by the Project DAWN Project Manager, under the supervision of the Medical Director, to conduct Opioid Overdose Responder trainings.

***OPIOID OVERDOSE RESPONDER:***

A person who successfully completed an Opioid Overdose Prevention Training within the past two (2) years, providing that the training was presented by an approved Project DAWN Overdose Prevention Educator.

***OPIOID OVERDOSE PREVENTION TRAINING:***

A standard curriculum that teaches an Opioid Overdose Responder overdose prevention techniques and basic first aid response to an opioid overdose event including the importance of implementing first aid, using naloxone and summoning EMS.

**Medical Director:**

A physician licensed by the State of Ohio and who holds a valid DEA license and who is assigned responsibility by the local health department and which has an agreement with Morrow County Health Department to:

1. Provide medical oversight in general, including clinical oversight to the Project DAWN program;
2. Approve the established curriculum and the distribution policies regarding the naloxone administered through the Project DAWN Program;
3. Serve as an educational resource and advocate for Naloxone use among other health care professionals.

***AUTHORIZED PRESCRIBER:***

Any healthcare provider who possesses prescriptive authority under an accredited licensing Board in the state of Ohio as specified in the Ohio Revised Code, such as a Physician, an Advanced Practice Nurse, or a Physician's Assistant.

***OPIOID ANTAGONIST:***

An FDA approved drug that negates or neutralizes, in whole or in part, the pharmacological effects of an opioid in the body. The opioid antagonist permitted under these guidelines is limited to intranasal naloxone.

***OPIOID OVERDOSE PREVENTION TRAINING:***

A training curriculum approved by the Medical Director, which instructs an Opioid Overdose Responder on prevention and reversal of opioid overdoses, including the importance of contacting emergency medical services, providing rescue breathing, and administering intranasal naloxone.

***RESPONSIBILITIES OF EACH COUNTY MEDICAL DIRECTOR:***

1. The Medical Director shall oversee the clinical aspects of Project DAWN.
2. The Medical Director will approve the policies and procedures of Project DAWN, including the training curriculum.
3. The Medical Director will advise the program relative to any medical questions that may arise.
4. The Medical Director may or may not provide direct clinical-care.
5. The intranasal naloxone may be purchased by the ***Morrow County Health***

**Department**, under a Board of Pharmacy terminal distributor license or special order to a nearby pharmacy.

6. The Medical Director shall be responsible for establishing a protocol that authorizes one or more other individuals from Project DAWN or other agency staff to furnish naloxone pursuant to the protocol to a person at risk of an opioid-related overdose or to another person in a position to assist that person. Required components of such a protocol are listed in guidance from the Ohio Board of Pharmacy at: <http://pharmacy.ohio.gov/naloxone>. Click on the link "Guidance Document- Personally Furnishing Naloxone Pursuant to a Protocol".
7. The Medical Director will be available to the Project DAWN staff for consultation on Project DAWN operations related to providing naloxone.
8. The Medical Director will ensure proper storage of naloxone if personally furnished on-site and that the program is compliant with all state and federal rules on the dispensing of prescription medication.

### ***PROGRAM REQUIREMENTS/ STAFFING:***

#### ***Project DAWN Project Manager:***

The Project DAWN program must have a designated Project Manager. The manager shall be responsible for overseeing all elements of the program and ensuring compliance with program requirements including, but not limited to:

- Ensure that Project DAWN Overdose Prevention Educators are trained using the approved curriculum and routinely evaluated for effectiveness and adherence to program guidelines;
- Securely maintain all required records and submit required reports to Ohio Department of Health;
- Establish policies concerning safe storage of nasal intranasal and appropriate documentation and reporting;
- Establish and maintain relationships with area services providers and stakeholders who may be appropriate to receive and conduct Overdose Prevention Training, who may have access to segments of the target population, and/or, who may collaborate with the project in other ways; and
- Training of Project DAWN Overdose Prevention Educators. All Overdose Prevention

Educators who will be training and/or registering Overdose Responders must attend the approved training program with the Project DAWN Project Manager. Maryhaven staff, will be one of the approved trainers since they have been providing this training for over one year.

***At a minimum the training curriculum shall address:***

- Risk factors for opioid overdose
- Prevention strategies
- Signs of an overdose
- Calling 911
- Rescue breathing
- Administering intranasal naloxone
- Completion of proper documentation
- Proper storage of naloxone
- Post-overdose care
- Refill procedure

***Quality Assurance:***

All Project DAWN Overdose Prevention Educators will attend a mandatory training conducted by the Project Manager, with oversight from the Medical Director. The training will cover the above mentioned topics in-depth.

The Project DAWN Project Manager will supervise all Overdose Prevention Educators providing overdose prevention<sup>1</sup> education when they begin working and provide quarterly quality control checks. The Project Manager will review all documentation completed by the Overdose Prevention Educators monthly, including the *Registration* and Refill forms to ensure accuracy. Any clinical issues related to the dispensing of naloxone and any adverse events reported by participants will be referred immediately to the Medical Director.

***Training of the Opioid Overdose Responders:***

1. A Project DAWN Registration Form will be completed with each Opioid Overdose Responder as part of the training session. The Project DAWN Overdose Prevention Educator will conduct brief overdose risk assessment as part of the registration process and will ensure that all paperwork is completed accurately.

2. Project DAWN Overdose Prevention Educators shall be responsible for training Opioid Overdose Responders using the Project DAWN training curriculum. The training will consist of those elements listed in the Training Curriculum section, and will include live demonstrations from the participants to assess their understanding and ability to respond in an overdose situation. The Overdose Kit will contain an instructional DVD that will serve to reinforce these training steps. Opioid Overdose Responders will be encouraged to share the instructional DVD with family and friends so that they may be better able to assist them in an overdose situation.
3. Trainings may be conducted in a variety of settings. The trainings may be in small groups, conducted one-on-one or in community settings. The duration of the training shall depend on the number of responders in the class and their familiarity with drug administration and overdose.
4. Opioid Overdose Responders who complete the training shall be issued a naloxone kit to take with them that contains the items listed in the "Distribution of Naloxone Kits" section below.

***Distribution of Naloxone Kits:***

The contents of the overdose reversal kits shall be distributed by the Opioid Overdose Prevention Educators in accordance with procedures approved by the Medical Director. The Project DAWN staff are responsible for putting the contents of each kit together. Each kit shall include:

1. Two prefilled Syringes- Naloxone 2mg/2 ml vial- (two vials per kit)
2. Two mucosal atomization devices
3. An instructional DVD and Project DAWN booklet which contains step-by-step instructions for naloxone intranasal administration and emergency response techniques
4. A mouth-to-mouth resuscitation barrier device
5. An identification card

Naloxone refills shall be made available to anyone who has previously completed the training and is a registered Overdose Responder. The Overdose Prevention Educator shall complete the required reporting form and record the reason for the refill, i.e. *loss*, theft, expiration, or use for an overdose reversal.

***Data Collection and Record Keeping:***

A *Project DAWN Registration Form* shall be completed with each trained OD Responder. Copies of the forms shall be securely stored at the program site and will comply with all state and federal regulations pertaining to the proper storage of medical records. A *Project DAWN Refill Form* shall be completed for each report of the use of the naloxone or request for a refill.

***Safe Storage of Naloxone Supplies and Program Records:***

The Project DAWN Project Manager shall ensure that all naloxone kits are securely stored in a locked cabinet at the program site and consistent with the manufacture's guidelines. A system will be developed to remind the Project Manager when a participant's naloxone is due to expire-and efforts will be made to contact the participant in the month preceding the expiration date.

Reviewed by:

Date:

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*Signature*



**Delaware-Morrow Mental Health  
& Recovery Services Board**