



Administrative Policy No. 09.19

Subject: Administering Opioid Overdose Medication

Information Contact: DSHS Chief Risk Officer
360-902-7794

Authorizing Source: [RCW 69.41.095](#)
[RCW 69.50.315](#)

Effective Date: May 21, 2019

Revised: December 29, 2023ⁱ housekeeping 10/25/2024

Approved By: Original signed by Pearlette J. Ramos
Senior Director, Office of Justice and Civil Rights

Purpose

To establish requirements governing the administration of opioid overdose medication (Narcan/Naloxone) by trained employees within the Department of Social and Health Services (DSHS). The objective is to treat and reduce deaths due to opioid-related overdoses.

Scope

This policy applies to all DSHS employees. Once a DSHS employee is trained, they may administer Narcan/Naloxone during work hours and on worksite premises or surrounding area when an individual is in need of medical attention for suspected overdose of opioids. All employees must follow the procedures below when administering Naloxone/Narcan.

Definitions

Agency coordinator – Means a person who has been designated to:

- Provide guidance and supervision for trained employees who are equipped with Narcan/Naloxone;
- Oversee training and services coordination;
- Oversee quality assurance and reporting.

Building POC – An administrator or appointed individual of the lead DSHS administration in the building responsible for maintaining medication and ensuring proper reporting procedure.

Medical director – A physician who is responsible for oversight of an opioid antagonist administration program, including providing for or ensuring the medical control of trained first responders; development, implementation, and evaluation of medical protocols; oversight of quality assurance activities; and compliance with the pharmacy quality assurance commission.

Opioid – A Narcotic containing or derived from opium, including heroin, morphine, fentanyl, oxycodone, hydrocodone, or compounds with similar physiological impacts or chemical properties.

Protocols – Instructions, prepared by a prescriber, for distribution and administration of a drug by designated and trained staff an organization or entity, as well as other actions and interventions to be used upon the occurrence of clearly defined clinical events in order to improve patients' timely access to treatment

Policy

The possession and administration of Narcan/Naloxone is designated through the agency's medical director. All employees approved to administer opioid overdose medication must receive the required training.

Offices that wish to provide Narcan/Naloxone for client use may do so as directed by Administration Assistant Secretary

Procedure

1. Upon notice of an overdose event call, or have another person call, 911 for emergency support.
2. Locate a trained staff member willing and available to assist. Only trained employees should administer Narcan/Naloxone.
3. Locate individual in need of assistance within or adjacent to work location.
4. Conduct patient assessment.
5. Ensure that the medication has not expired prior to administrating. If appropriate, administer medication per manufacturer's instructions.
6. Step back from patient after administering dose.
7. If an additional dose is required, provide following the manufacturer's instructions.
8. Remain with individual until emergency personnel arrive.

9. Keep the device for records and contact DSHS enterprise risk management office (ERMO) safety office for proper coordination and disposal through DSHS medical director.
10. Staff who wish to carry and administer Narcan during field or home visits, must first receive approval from appointing authority.

Training

1. All DSHS employees must receive initial training that includes at a minimum:
 - a. An overview of RCW 69.50.315 and RCW 69.41.095, the state laws that permit an authorized person to use opioid overdose medication to assist another person at risk of experiencing an opioid-related overdose;
 - b. Patient assessment, including signs and symptoms of opioid-related overdose;
 - c. Universal precautions;
 - d. Rescue breathing;
 - e. Seeking medical assistance;
 - f. Checking the expiration date;
 - g. Administration of the medication;
 - h. The potential side effects of the medication;
 - i. Use of Narcan/Naloxone on pediatric patients;
 - j. Building safety committees will ensure documentation, storage of, and proper disposal of expired medication; and
 - k. When you can and when you should not administer the medication in the work area.

Maintenance and replacement

1. Medication kits must be kept and used in a manner consistent with proper storage guidelines for temperature and sunlight exposure per manufacturer instructions.
2. Medication should be stored near or with other first aid supplies.
3. Building point of contact (POC) is responsible for ensuring used, lost, damaged, or expired medication is reported and replaced through standard procedure.
4. Expired Narcan/Naloxone must be properly disposed of per manufacturer's instructions or returned to ERMO safety office.

Documentation

When administered, the facility must submit an appropriate incident report per Administration guidelines.

ⁱ Housekeeping 10/25/2024 to Assistant Secretary authority for client use

DSHS Official