

Naloxone (Narcan) Administration Policy

Adopted: 5/26/26

Revised:

Approved by: Library Board of Trustees

Purpose

To combat the continuing rise in opioid-related overdoses in New York State and to potentially save lives, the Fenton Free Library has established an Opioid Overdose Prevention Program. This policy outlines the procedures for maintaining and administering Naloxone (Narcan) Nasal Spray on-site to assist any patron, staff member, or visitor suspected of experiencing an opioid overdose.

Legal Framework

To combat the continuing rise in opioid related deaths in New York State, laws were recently amended to allow New York State's Public Libraries to participate in opioid overdose prevention programs by partnering with a NYSDOH Registered Opioid Overdose Prevention Program operated by another organization. Public Libraries who choose to participate and acting reasonably and in good faith, shall not be subject to criminal, civil or administrative liability solely by administering naloxone and may maintain naloxone nasal spray on-site in adequate supplies.

Applicable New York State Laws

- Education Law §922&Commissioner's Regulations §136.8: permits schools districts, boards of education, charter schools, non-public schools, and public libraries to participate in opioid overdose prevention programs.
- Public Health Law §3309 and its implementing regulation (10NYCR §80.138): establishes opioid overdose prevention programs which allow trained individuals to administer naloxone. Under this law and regulations, administration of naloxone shall be considered first aid or emergency treatment for purposes of any statute relating to liability

Training

Library staff are encouraged to be familiar with Naloxone administration. Training may include:

- Reading and following the manufacturer's instructions included with Naloxone Nasal Spray
- Reviewing the Opioid Overdose Response Instructions located in the Opioid Overdose Binder

Enhanced or formal training opportunities will be made available upon request.

Storage

Naloxone (Narcan) Nasal Spray kits will be stored in an accessible, unlocked location in the Library's staff office, in accordance with manufacturer guidelines, to ensure rapid access in an emergency.

Inventory

An inventory log documenting naloxone supply and expiration dates will be maintained and reviewed at least annually. This record will be kept in the Opioid Overdose Folder.

Reporting

An incident report must be completed whenever naloxone is administered.

- Forms are located in the Opioid Overdose Binder
- Reports will be retained for program evaluation
- The local NYS DOH overdose prevention partner will be notified when replacement needed

Opioid Overdose Folder

An Opioid Overdose Folder will be maintained in the staff office and will include:

- Overdose response instructions
- Incident report forms
- Naloxone inventory log
- Patient education materials
- Drug information sheets

Emergency Response Procedures

Step 1: Identify Overdose and Call for Help

- Check for signs of opioid overdose:
 - Unresponsiveness to shouting, shaking, or sternum rub
 - Slow, irregular, or absent breathing
 - Pinpoint pupils
- Call 911 immediately or direct someone to call
- State that the individual is unresponsive and may be experiencing an overdose
- Lay the person flat on their back

Step 2: Administer Naloxone

- Remove device from packaging (do not test)
- Tilt the person's head back and support the neck
- Insert nozzle into one nostril
- Press plunger firmly to administer the dose
- Remove device after administration

Step 3: Evaluate and Support

- Place the individual on their side (recovery position)
- Monitor breathing and responsiveness
- If no improvement after 2–3 minutes, administer a second dose in the other nostril
- Follow instructions provided by the 911 operator until emergency responders arrive

Good Faith Response

Library staff, volunteers, and patrons are encouraged to act in good faith during a suspected overdose emergency. The administration of naloxone is considered a life-saving first aid measure.