



### Opioid Overdose Prevention Procedures

1. CSCU College or University: ASNUNTUCK COMMUNITY COLLEGE

2. **Designated Personnel**

List the Designated Personnel, individuals authorized to oversee and develop the procedures for the purchase, distribution, storage, disposal and reported use of opioid antagonists at each campus:

Name	Title	Phone number	Email
<i>Timothy St. James</i>	<i>Interim Dean of Students and Campus Facilities</i>	<i>860-253-3011</i>	<i>tstjames@asnuntuck.edu</i>

3. **Purchase and Distribution**

Provide the procedures for the purchase and distribution of opioid antagonist kits.

*ACC has been able to acquire Narcan® units distributed through Narcan® training sessions held on campus the past couple of years. The North Central Regional Mental Health Board provided doses for all who attended the training last spring. We also received 4 free units (each unit contains two 4mg devices) through Adapt Pharma’s Free Narcan® Nasal Spray Schools Program. Moving forward, The Dean of Students Office will be responsible for purchasing additional units with funding through our CT Campus Opioid Education and Awareness Grant. ACC does not have a medical professional on staff.*

4. **Opioid Overdose Response Emergency Procedures**

All CSCU Colleges and Universities must develop and maintain written emergency procedures that identify individuals trained for the proper use and administration of opioid antagonists to effectively treat and reduce any fatalities associated with opioid drug overdoses at their respective campuses. Provide the procedures in case of an opioid overdose emergency.



*The following are the procedures for responding to an opioid drug overdose on campus:*

- 1. Call 911 immediately*
- 2. Retrieve Narcan® unit from storage box located next to either campus AED*
- 3. Apply non-latex gloves found in the Narcan® storage box*
- 4. Administer 1 spray of intranasal Narcan®\* in each nostril*
- 5. Lay the person in the recovery position (on their side)*
- 6. Stay with the person until help arrives, remain calm, and talk softly*

*\*Narcan® should NOT be administered to a newborn.*

### **Location of Opioid Antagonists**

Identify the location(s) on each campus where the opioid antagonists are stored, known and accessible to students and employees.

*Narcan® is located in two\* locations on campus:*

- Main (north) building: In labeled “Opioid Overdose Kit” box next to AED machine by the information desk. The storage box is locked with a break glass cover.*
- Advanced Manufacturing Technology (south) building: In labeled “Opioid Overdose Kit” box next to AED machine just inside the main entrance on the right hand wall across from the AMTC Office. The storage box is locked with a break glass cover.*

*\*Extra Narcan® units are stored in a box labeled “Narcan®” with date and quantity in a locked storage cabinet in the Dean of Students Office.*

### **5. Storage and Disposal of Opioid Antagonists**

The Designated Personnel on each CSCU campus are responsible for the storage and disposal of unneeded or expired opioid antagonists in accordance with the manufacturer’s guidelines. Provide procedures for the storage and disposal of opioid antagonists.

*The Dean of Students is responsible for the storage and disposal of unneeded or expired opioid antagonists in accordance with the manufacturer’s guidelines. Narcan® units are stored in their sealed original packaging within locked break-glass boxes that are temperature and light controlled next to the AED machines in each building. In each box is a checklist indicating the medication expiration date, alcohol wipes, and a CPR face shield. These boxes are checked at the beginning of each semester in line with our AED equipment check procedures. The extra units are locked in a storage filing cabinet in the Dean of Students Office and are labeled with expiration date and quantity.*



*The Dean of Students is responsible for safely disposing of any used or expired units of Narcan®. Units will be disposed of at either the medication drop box at the Enfield Police Department.*

## 6. Opioid Antagonist Administration Training

- a) Provide procedures for the training of individuals to access and administer the opioid antagonist kits in emergency situations. Include the CSCU individual's name and contact information responsible for organizing the training, the training organization name, and frequency of training.

*ACC has held Narcan® administration trainings each of the past two years, and will continue to do so on an annual basis. ACC's Dean of Students, Timothy St. James, is responsible for organizing these training sessions. He can be reached at either (860) 253-3011 or [tstjames@asnuntuck.edu](mailto:tstjames@asnuntuck.edu). ACC has partnered with individuals from the North Central Regional Mental Health Board (Marcia DuFore), the Today I Matter organization (John Lally), and one of ACC's certified EMT instructors (Lisa Shelanskas) to conduct these trainings.*

- b) Has every member of the counseling or health services staff received opioid overdose response training?  YES  NO  NOT APPLICABLE
- c) Has every member of the campus law enforcement or security personnel office received opioid overdose response training?  YES  NO\*  NOT APPLICABLE

*\*At least two of our guards have been trained, but until the Summit Security Services contract with the State is amended to include the administration of Narcan®, ACC's security guards will only be limited to calling 911 and providing any other emergency response services covered under their contract.*

- d) Attach the list of all trained individuals, including their title and contact information, at the CSCU College or University.

*-See attached-*

## 7. Reporting Requirements

Provide the procedure for documenting and tracking every incident involving the use or administration of an opioid antagonist kit.



*The Dean of Students or his/her designee will prepare an incident report immediately following any incident involving the use or administration of Narcan®. This report will be emailed to the members of the CEO's Cabinet and a hard copy of the report will remain on file in the Dean of Students Office. The report will include the day, time, and exact location the incident occurred; the name and contact information for the individual who administered the Narcan®; the name and contact information for the individual who received the Narcan®; the amount of Narcan® administered; the time 911 was called; and the time EMS personnel arrived and left.*

## **8. Awareness Campaigns**

Describe the CSCU College's or University's ongoing awareness campaign plan to educate students, faculty and staff regarding opioid antagonist availability. Include contact information of the responsible individual.

*ACC's Dean of Students, Timothy St. James, is responsible for creating and promoting the college's on-going awareness campaign to educate students, faculty, and staff on the availability of opioid antagonists on campus. He can be reached at either (860) 253-3011 or [tstjames@asnuntuck.edu](mailto:tstjames@asnuntuck.edu). ACC is currently in its third year participating in the Connecticut Campus Opioid Education and Awareness Grant (\$10,000 each of the last academic years and \$20,000 for this year's funding period of July 15, 2019-September 15, 202). As part for this grant, the college hosts Narcan® training sessions at least once a year for faculty, staff, and students. At each training, we inform those in attendance where the Narcan® is located on campus. Announcements have also been made during all-college meetings and professional day presentations. We have promoted safe storage of prescription medication through the purchasing and dissemination of medication locking bags, boxes, and bottles. We have also purchased and distributed Deterra medication disposal bags to promote safe disposal of prescription medication. Additional means of communication include tabling events, guest speakers, taping of a show on our monthly public access show "Changing Lives", and PSAs on WACC 107.7.*

## **9. Policy Dissemination**

Who is responsible for the annual dissemination of the policy, including posting and maintaining the policy, with current Designated Personnel contact information specific to the CSCU campus, in an easily accessible manner on the CSCU institution's website?

*ACC's Dean of Students, Timothy St. James, is responsible for the annual dissemination of the policy, including posting and maintaining the policy, with Designated Personnel contact information specific to ACC. He can be reached at either (860) 253-3011 or [tstjames@asnuntuck.edu](mailto:tstjames@asnuntuck.edu).*