Naloxone Distribution Policy and Procedure

Reviewed Date		**Number**	PP0110
Revised Date		**Approved Date**	*September 24, 2025*

Introduction

Death from drug-related poisoning is a leading cause of unintentional death in Ontario. The region of Simcoe Muskoka has been above the Ontario average in terms of the number of drug related poisonings and hospitalizations for the past decade.

One of the key strategies of the Ministry of Health (MOH) to address drug related poisonings is to distribute Naloxone Hydrochloride [Naloxone] among people who are at risk of opioid related poisoning, their friends, and their family members, through a variety of means and locations.

Such locations include the Simcoe Muskoka District Health Unit (Health Unit) as an agent of the Ministry of Health (MOH), and community partners under contract with the Health Unit. This policy relates directly to the distribution of Naloxone by assigned SMDHU staff (see definition below).

This Policy supports other Harm Reduction initiatives, with interrelated goals:

- Broadening the distribution of Naloxone.
- Reducing the number of opioid-related deaths.
- Promoting harm reduction practices.
- Providing support for people who use substances, to help them access health care services as requested.
- Educating clients about reducing their risk and harms associated with substance use.

Purpose

To establish a clear process for training, distributing Naloxone to clients (i.e., people at risk of an opioid-related poisoning or their family and friends) and documentation.

Legislative Authority

Health Protection and Promotion Act
Municipal Freedom of Information and Protection of Privacy Act

Policy Definitions and Interpretation

SUPHR- Substance Use Prevention and Harm Reduction Program

Assigned SMDHU Staff- Public Health Nurses (PHNs), Registered Nurses (RNs), Registered Practical Nurses (RPNs), Nursing Students, Program Assistants (PAs), Branch Office Program Assistants (BOPAs), Receptionists

Procedures

A. Criteria for agency nurses (including nursing students) to provide naloxone training for clients who request health teaching.

Nurses (including nursing students) will receive an initial naloxone training and refresh training will be made available as needed. Training will include health teaching for clients/friends/family members in the use of naloxone, and how to respond to suspected opioid poisoning. Nurses will be kept up to date on Naloxone emergency procedures as new information becomes available.

Nurses must complete the following in order to provide in person naloxone training for a client:

1. Read and understand the Naloxone Training Manual.
2. Attend a training session led by a SUPHR PHN.
3. Annually review the Policy and Procedure and sign off.

B. Naloxone training and distribution

1. When an individual arrives at an SMDHU office requesting a naloxone kit, the Program Assistant (PA)/Branch Office Program Assistant (BOPA)/Receptionist will ask the client if they have received naloxone training in the past. If the client answers 'yes' to this question, the PA/BOPA/Receptionist will provide the client with a naloxone kit. Please note clients may ask for more than one naloxone kit, staff are supported to provide additional kits based on kit availability.
2. If the client responds with a 'no' and is seeking naloxone administration education, the PA/BOPA/Receptionist will assess if a naloxone trained nurse is available within the office. If a naloxone trained nurse is not available, the PA/BOPA/Receptionist can offer the client the following options:
    - Refer the client to a local pharmacy or community partner who distributes naloxone.
    - Provide the client with the naloxone administration resource QR code along with the naloxone kit.
3. Nurses and nursing students will use the Naloxone Distribution Training Manual to guide teaching about the use of naloxone.
4. When the client expresses understanding of naloxone administration, the nurse or nursing student will distribute a naloxone kit or kit refill to the client, friend, or family member (nasal or injectable kit) and complete nursing documentation in CHRIS. For those individuals requesting a replacement kit, "box refill (two dose)" will be checked unless a kit is requested. Please note staff are supported to provide additional kits based on kit availability and client request.
5. Assigned SMDHU staff will access naloxone kits from the designated office location

where the Ontario Naloxone Program (ONP) kits are stored. (See Appendix B).

6. In the event that naloxone is distributed through outreach/home visits, the same procedures specific to education will be followed.

C. Documentation and process for nurses

1. If a client identifies as 'Anon', the nurse is to inform the client about the Freedom of Information and Protection of Privacy Act and ensure client understanding, that if identifying information is not received then information cannot be retrieved in the event of a Freedom of Information Request from the client through the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). If the client provides any identifying information, the nurse will inform the client of the Freedom of Information and Protection Act and Freedom of Information Request process under the Municipal Freedom of Information and Protection of Privacy Act (MIFIPPA).
2. All individuals will be informed of the professional requirements of the health unit to document all services. If the client provides their name – their name will be included in the record, otherwise they will be listed as anonymous,
3. The nurse or nursing student will complete the required documentation related to the client interaction in the CHRIS documentation system. The nursing documentation should include at minimum the Ontario Naloxone Program (ONP) criteria met for naloxone distribution, expiry date and lot number of the kit (s). The nurse or nursing student will then provide the completed Naloxone distribution form to the SUPHR Program Assistant (if in the 15 Sperling office), Receptionist or BOPA who will then transcribe the information into the electronic database using the Naloxone Transaction tab.

D. Documentation and process for PA/BOPA/Receptionist

1. PA/BOPA/Receptionist will complete the electronic Naloxone distribution form and will then enter this information into the SMDHU NEO 360 database.
2. Once the naloxone distribution form is completed and information is added in the NEO 360 database, the PA/BOPA/Receptionist will forward the electronic form to the SUPHR inbox.

E. Storage and Handling

1. All naloxone kits will be stored in a locked location within each of the SMDHU offices.

   See Appendix A for details of locations.
2. Transporting naloxone kits can be completed through the internal courier system used by SMDHU.

Final Approval Signature: _____

Related documents:

Naloxone Distribution Training Manual
IM0101 Personal Information Including Personal Health Information Privacy - Principals Policy
IM0120 Fax Policy
Naloxone Distribution form
Responding to a Suspected Opioid Poisoning

Review/Revision History:

2025-09-24 Approved