

Facility Overdose Response Box Program

Learning Objectives: Responding to Overdoses in the Workplace



TOPIC	IMPORTANT DETAILS TO BE COVERED
A. OVERDOSE PREPAREDNESS	
<input type="checkbox"/> Overdose Prevention	<ul style="list-style-type: none"> • How your organization incorporates overdose prevention messages into day-to-day operations • How to have non-judgmental conversations with clients about their substance use, and overdose prevention
<input type="checkbox"/> Overdose Preparedness	<ul style="list-style-type: none"> • How your organization monitors high-risk areas to facilitate early identification of overdose
B. THE ORGANIZATION’S POLICY ON OVERDOSE RESPONSE	
<input type="checkbox"/> Organization Policy	<ul style="list-style-type: none"> • The contents of the Organization’s policy on Overdose Response with specific emphasis on: <ul style="list-style-type: none"> - responding to overdoses that occur off-site - ongoing maintenance of competencies and practice drills - organization-specific documentation of overdose responses (e.g. Critical Incident Forms) - debriefing options after an overdose response - shift-change duties and processes for monitoring naloxone inventory levels and expiry dates
C. RESPONDING TO OVERDOSES AT WORK	
<input type="checkbox"/> Delegating tasks	<ul style="list-style-type: none"> • How to delegate tasks to co-workers and clients, including tasks that individuals without training in naloxone administration can perform (e.g. calling 911, meeting the emergency responders, rescue breathing, reading a protocol out loud)
D. FACILITY OVERDOSE RESPONSE BOX PROGRAM	
<input type="checkbox"/> Requirements to Administer Naloxone	<ul style="list-style-type: none"> • An employee must meet the required competencies set out by the BC Harm Reduction Program • Being competent to administer naloxone does not mean an individual is required to administer naloxone • The employer must agree that the individual is competent to administer naloxone
<input type="checkbox"/> Required Documentation	<ul style="list-style-type: none"> • The 1-page Overdose Response and Administration of Naloxone Form must be completed after every overdose where staff administer naloxone from the BC Facility Overdose Response Box Program in addition to any paperwork required by your organization • Read through a sample form carefully - there are no optional questions

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Module: Responding to Overdoses in the Workplace



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Introduction

In addition to overdose prevention, recognition and response education, employees must complete training on Responding to Overdoses in the Workplace, in order to meet the competencies required for participating in the Facility Overdose Response Box program. Unlike the overdose prevention, recognition and response training, most of the content is unique to your agency, so you will have complete sections of this manual with information specific to your organization's policies and protocols. For example, this might include specifying your organization's policy on responding to off-site overdoses. Information specific to your organization can be added to the supplied PowerPoint presentation, if you wish to use it in delivering this education.

Overdose Preparedness

Overdose Prevention

Teaching Points:

1. Review common risk factors for drug overdoses, and tips for safer use.
2. Describe how your organization will integrate prevention messaging into day-to-day operations.

Suggested Activities:

1. Ask staff to practice conversations with clients about overdose prevention through role play.
2. If appropriate for your site, invite some clients to discuss what risk factors are most common in clients at your site, and what kind of prevention messaging they find effective
3. Discuss options for supporting people who prefer to use alone. Some options are available on the second page of this checklist http://towardtheheart.com/assets/naloxone/overdose-prevention-checklist-v2_220.pdf, under the heading **Does your agency have client-focused OD prevention.**

Early Identification of Overdoses

Teaching Point:

1. Describe the strategies your organization will use to facilitate early identification of overdose, including monitoring of high-risk areas, and efforts to address stigma.

Suggested Activities:

1. Ask staff to critically reflect on how stigma might affect clients. This may include vertical (staff to client), lateral (peer-to-peer) or internalized stigma (stigma perceived by a client – how they feel about themselves).
2. If appropriate for your site, invite some clients to speak to staff about their experiences with stigma, and how staff can facilitate creation of a more inclusive environment.

Responding to Overdoses at Work

Delegating and Working Together

Teaching Points:

1. Discuss the shift change checklist that will be used by your organization.
2. Go through the overdose response protocol.
 - a. Discuss the expectations and roles for staff responding alone (if applicable) and with others.
 - b. Discuss how clients can participate in overdose response (if appropriate).

Suggested Activities:

1. Have staff role play their activities at the beginning and end of their shift, using the shift change checklist.
2. In small groups, have staff discuss how they could delegate and work together in responding to an overdose. Include scenarios where they are working with someone who has not been trained in overdose recognition and response – what activities could this person assist with?

Debriefing and Additional Support

Teaching Points:

1. Describe the options for debriefing if your staff respond to an overdose.
 - a. What are their immediate options?
 - b. What options are available to them longer-term?
2. Normalize the need to debrief as well as options for staff who prefer not to debrief (e.g. taking a break, phoning a friend or family member, taking additional time off)

Suggested Activity:

1. Have staff brainstorm what they and their managers/supervisors can do to create a supportive work environment that will enhance resiliency. What can be done to promote connectedness amongst staff, and how can self-care be promoted? Implement these suggestions, and have a process in place for staff to provide additional feedback on how they can be better supported

Your Organization's Overdose Policy

Your Organization's Policy

Teaching Point:

1. Go through the organization's overdose policy in general (policy on off-site overdoses, and opportunities to maintain competency should be discussed in detail – see below).

Suggested Activity:

1. Ask staff if they have any questions or concerns about the organization's policy.

Policy on off-site overdoses (including outreach if applicable)

Teaching Points:

1. Describe how staff at your organization should respond if overdoses occur off-site. Make sure expectations are clear.
2. If you have staff that do outreach, ensure they understand the policy for how they respond to off-site overdoses.

Suggested Activity:

1. Take staff through scenarios of off-site overdoses. Through role play, have them practice how they would respond.

Maintaining Competencies and Practice Drills

Teaching Points:

1. Discuss the options for maintaining competence in overdose recognition and response at your organization.
 - a. How often will you do practice drills? What will they look like? How will staff receive feedback about their performance during the drills?
 - b. How will refresher training be given? How often will it be offered? What format will it take? How will it be documented?

Suggested Activity:

1. Do a practice drill to familiarize staff with the process. Practice the injection of naloxone using the supplied practice supplies (syringe and water ampoule) Provide feedback on what went well, and what improvements could be made.
 - a. Do at least one drill where staff can practice delegating task.
 - b. If there are times at your site where staff need to respond alone, do a drill where they can practice this.

The Facility Overdose Response Box Program

Care and Storage of Naloxone

Teaching Points:

1. Review how naloxone will be stored at your organization and who is responsible for monitoring inventory levels and expiry dates.
2. If your organization will be using a tracking log to track naloxone usage, show the sheet and explain how to fill it out.

Suggested Activities:

1. Do a walkthrough to show staff where the facility overdose response box is stored.
2. Do a role play to allow staff to practice how they will record the usage of naloxone (if a tracking log is being used), and how (and who) they would notify about use to ensure there is always enough naloxone in stock.

Requirements to Administer Naloxone

Teaching Points:

1. Emphasize that regardless of training, no employee is ever obligated to administer naloxone. There are other effective interventions (e.g. phone 911 and do rescue breathing) if an employee is feeling uncomfortable, uncertain, or unconfident.
2. Emphasize that to administer naloxone, an employee **must comply with policies and protocols of their employer, and must meet the following competencies:**

TOPIC	COMPETENCIES
A OVERDOSE (OD) PREVENTION	<input type="checkbox"/> Knows factors that increase the risk of OD. <input type="checkbox"/> Understands the risks associated with using drugs alone, but also accepts and supports that some people prefer to use alone for many reasons. <input type="checkbox"/> Knows key prevention messages that give people options to improve their safety, including options for using more safely alone.
B STIMULANT OVERDOSE SIGNS & SYMPTOMS	<input type="checkbox"/> Can list common stimulants. <input type="checkbox"/> Knows signs and symptoms of stimulant OD. <input type="checkbox"/> Knows how to respond to a stimulant OD.
C OPIOID OD SIGNS & SYMPTOMS	<input type="checkbox"/> Can list common opioids and differentiate them from non-opioid depressants. <input type="checkbox"/> Knows signs and symptoms of an opioid OD.
D NALOXONE	<input type="checkbox"/> Understands how naloxone works, and what types of ODs it works against. <input type="checkbox"/> Knows how long it takes for naloxone to work, and how long it works for. <input type="checkbox"/> Knows how to store naloxone, and how to check the expiry date.

TOPIC	COMPETENCIES
E OPIOID OD RESPONSE	<input type="checkbox"/> Knows steps in responding to an opioid OD with and without naloxone. <input type="checkbox"/> Understands the importance of rescue breathing and knows when compressions may be needed. <input type="checkbox"/> Demonstrates ability to put someone in the recovery position. <input type="checkbox"/> Demonstrates skill in rescue breathing. <input type="checkbox"/> Shows skill in preparing and administering an intramuscular injection of naloxone. <input type="checkbox"/> Demonstrates skill in delegating tasks and utilizing coworkers and clients.
F AFTERCARE	<input type="checkbox"/> Understands the importance of medical care following an opioid OD. <input type="checkbox"/> Knowledgeable of the organization’s critical incident documentation requirements. <input type="checkbox"/> Aware of options for debriefing following naloxone administration. <input type="checkbox"/> Familiar with additional avenues of support for employees.
G OD PREPAREDNESS	<input type="checkbox"/> Knowledgeable of how the organization incorporates OD prevention into day-to-day operations. <input type="checkbox"/> Demonstrates skill in communicating non-judgementally with clients about their substance use. <input type="checkbox"/> Familiar with strategies for monitoring high risk areas to facilitate early identification of ODs. <input type="checkbox"/> Understands the role of practice drills in maintaining competencies.
H YOUR ORGANIZATION’S OPIOID OD RESPONSE POLICY	<input type="checkbox"/> Has read and understands the organization’s policy on opioid overdose response. <input type="checkbox"/> Knows the organization’s policy on responding to OD off-site or on outreach (if applicable). <input type="checkbox"/> Understands what tasks untrained staff members or clients can assist with. <input type="checkbox"/> Familiar with the organization’s shift change checklist.
I FACILITY OD RESPONSE BOX PROGRAM	<input type="checkbox"/> Knows where naloxone is stored at the site. <input type="checkbox"/> Knowledgeable about the contents of the Facility Overdose Response Box. <input type="checkbox"/> Documentation required for the Facility Overdose Response Box Program.

3. Review the options available to employees that do not meet the required competencies.

Suggested Activity:

1. Give staff a list of the required competencies. Ask them to review and highlight any areas where they feel they need additional training.

Required Documentation

Teaching Points:

1. Introduce the **Facility Overdose Response Box Naloxone Administration Form** which is mandatory for participation in the Facility Overdose Response Box Program:
 - a. Convey the following points:
 - i. This form must be filled out to account for your usage of naloxone.
 - ii. All 15 questions are required.
 - iii. The form must be faxed to the BCCDC once completed. Orders for more naloxone will not be filled unless your site has shown how their naloxone was used (i.e. by submitting this form).
 - iv. Describe the procedure that will be used by your site to ensure this form is faxed promptly.
2. Introduce the Supply Order Form
 - a. Discuss what the order process will look like at your site, including who will be responsible for placing orders and how they will know when an order needs to be made.

Suggested Activity:

1. Pass copies of the Facility Overdose Response Box Naloxone Administration Overdose Response Form around and take staff through the form question by question. Ensure that staff understand what information is required and how to complete it. Have staff practice filling a form out.