

## TAKE HOME NALOXONE (THN) : SUPPLY ORDER FORM

This form is only for primary sites that have been approved and registered with the Take Home Naloxone program. If you are a registered satellite site, please connect with your primary site directly to obtain supplies.

E-mail form to [naloxone@bccdc.ca](mailto:naloxone@bccdc.ca) or fax to 604-707-2516

For queries, follow-ups or changes to orders E- mail [naloxone@bccdc.ca](mailto:naloxone@bccdc.ca)

Please allow **10 working days for delivery**. Plan ahead to avoid shortages at your site.

Please fill in your site information in full to ensure there are no delays in processing.



<b>INVENTORY COUNT (NUMBER OF THN KITS ON SITE):</b> _____ <b>Kits</b>	Please indicate if this order is an <b>URGENT</b> request
These supplies are not intended for staff/occupational use	There has been a recent site or contact change

<b>Full Site Name:</b>	
<b>Site ID #:</b>	<b>Date Submitted:</b>
<b>Primary Contact Name:</b>	<b>Delivery Days:</b>
<b>Shipping Address</b> ( <i>street number, street name, street type, direction, unit, floor, city, postal code</i> ):	<b>Delivery Times:</b>
	<b>Email:</b>
	<b>Phone Number:</b>

Products	Contents	Unit of issue	Quantity Ordered
<b>Completely Assembled THN Kit</b> (for distribution to clients only not for staff use)	1 x Black case 3 x Naloxone, 0.4 mg/mL, 1 mL ampoule 3 x Vanish Point® 3 mL syringe 1 x Amber medication bottle with label 3 x Plastic ampoule breakers 1 x Pair of non-latex gloves 1 x Individual breathing mask	<b>1 kit</b>	_____ <b>Kits</b> (minimum order 25 kits)
<b>Naloxone Replacement Bottles</b> (to refill used or expired THN kits)	3 x Naloxone, 0.4 mg/mL, 1 mL ampoule 1 x Amber medication bottle with label 3 x Plastic ampoule breakers Naloxone expiry is located on the ampoule	<b>1 bottle</b>	_____ <b>Bottles</b> (THN kit refills only. Not for staff use or FORB refills)
<b>Mock Kit</b> (For demonstration purposes only. Not for distribution or hands on training)	1 x Black Case 3 x Water ampoules, 1 mL 3 x Vanish Point® 3 mL syringe 1 x Amber medication bottle with label 1 x Pair of non-latex gloves 3 x Alcohol swabs 1 x Individual breathing mask	<b>1 kit</b>	_____ <b>Kits</b> (maximum order 5 kits)

	Available Quantities	Quantities Ordered	
<b>Loose Supplies</b> (Replacement supplies for used THN kits or for hands on training purposes)	Vanish Point® 3 mL syringe	100   200   300	
	Plastic ampoule breakers	100   200   300	
	Water ampoules, 1 mL	100   200   300	
	Individual breathing mask in pouch (Available for THN kit refills ONLY, quantity ordered should match quantity of 'Naloxone Replacement Bottles' ordered)	<b>1 Mask</b>	_____ <b>Masks</b> (Quantity should match replacement bottle quantity)
	Responding to a Drug Poisoning Brochure - English	50   100   150   200   250 300	
	Bag non-latex gloves (50 pairs)	1 Bag	
	Good Samaritan Drug Overdose Act Wallet Cards – English	50   100   150   200   250 300	

## Take Home Naloxone Supply Ordering at the BCCDC

Naloxone Training Videos are available for viewing under the **Participant Training** resources found here:

<http://towardtheheart.com/naloxone/>. These videos may also be **downloaded directly** from the following Vimeo links:

- Naloxone Saves Lives - <https://vimeo.com/164669763>
- Naloxone Wakes You Up - <https://vimeo.com/hellocoolworld/review/180116125/5bbda65390>

### General Notes about Supplies

- To receive Take Home Naloxone supplies, sites must be registered with the THN program. To learn more, visit <http://towardtheheart.com/naloxone>
- Any changes to supplies will be posted on towardtheheart.com
- Use older supplies first. Remember: First In, First Out (FIFO)
- Naloxone has an expiry window of about 2 years. Check the expiry of your kits before dispensing to clients
- Naloxone within 3 months of expiration should not be dispensed to clients. When a naloxone lot is due to expire, the BCCDC will send out an email with information on how to replace the contents of your kits and boxes. Updates will also be posted on [www.towardtheheart.com](http://www.towardtheheart.com).
- [Naloxone FAQ](#)

### BCCDC Weekly Processing

- To order supplies, fill out the Take Home Naloxone Supply Order Form and email it to [naloxone@bccdc.ca](mailto:naloxone@bccdc.ca) or fax it to 604-707-2516
- Please complete all site information fields, as well as indicating any changes to contact information to avoid delays in processing (or email any site updates to [naloxone@bccdc.ca](mailto:naloxone@bccdc.ca) using the [Update Site Details form](#)).
- Orders are processed every Thursday. For timely processing, we recommend submitting your order by Wednesday end-of-day. All orders received after the cut-off time of 11:59pm on Wednesday will be processed the following week.
- The supplies will be packaged at the BCCDC pharmacy. **Delivery is expected to be up to 10 working days from the Thursday processing date.**
- To avoid disruption of services, plan ahead and place an order before you run out of stock.

### How Much to Order

- We suggest that sites order on a monthly basis to avoid a surplus of stock that may go unused or expired. For high volume sites, we recommend ordering weekly as and when needed.
- Naloxone has an expiry window of about 2 years. To ensure that clients are given naloxone kits that have the longest possible shelf-life, we encourage sites to order enough supplies to distribute for 2-3 months.
- Minimum order is 25 kits.
- Large orders over 150 kits may be split over multiple processing weeks
- We recommend ordering 1 syringe, 1 water ampoule, 1 ampoule breaker, 1 OD survival guide brochure and 1 GSDOA wallet card for every kit ordered so staff can train clients. Sites training a large number of staff or family/friends of clients should order additional training supplies as needed. Smaller sites may order smaller quantities of loose supplies. Please note that masks are not available for training purposes.
- The BCCDC does not recommend auto distribution of kits at training events. Instead we encourage trainers to direct individuals to the Toward the Heart site finder: <https://towardtheheart.com/site-finder>

### The BCCDC may contact your site if:

- Your order is unusually large or small orders
- Order requests fall outside of the THN program scope e.g. supplies for occupational use within a workplace setting

### Receiving Supplies

- Please check your order upon receipt. Ensure that you have received the correct quantities and that the supplies reach you in good condition. If you notice any discrepancy, or have any questions or concerns about the distribution of take home naloxone supplies, please email [naloxone@bccdc.ca](mailto:naloxone@bccdc.ca)