



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY,

NY 12230

Opioid Overdose Prevention Program Policy and Procedures Template

This sample policy and procedures template may be used by New York State Public Libraries as a guide to developing their own policies and procedures for opioid overdose prevention programs. The New York State Library strongly recommends that Public Library Boards of Trustees have approved policies and procedures in place prior to opioid overdose prevention program implementation. When revising this template for local library use, please be advised that no opioid overdose prevention program may have policies and procedures inconsistent with the laws and regulations of the State of New York or the policies and procedures of the partner New York State Department of Health (NYSDOH) Registered Opioid Overdose Prevention Program. For additional information, please refer to the New York State Library's [Guidance for Implementing Opioid Overdose Prevention Measures in Public Libraries](#) and the State Library's [Combatting the Opioid Epidemic: New York Libraries Save Lives](#) website.

Opioid Overdose Prevention Program Policy

To combat the continuing rise in opioid related deaths in New York State and potentially save a life, the **[NAME OF LIBRARY]** has instituted an Opioid Overdose Prevention Program. This document sets forth the required policies and procedures necessary to provide and maintain intranasal (IN) naloxone on-site to ensure ready and appropriate access for use during emergencies to any patron or staff member suspected of having an opioid overdose. The **[NAME OF LIBRARY]** will partner with the **[NAME OF PARTNER ORGANIZATION]**, a New York State Department of Health (NYSDOH) Registered Opioid Overdose Prevention Program and will adhere to all requirements stipulated by the partner organization in addition to the procedures listed in this document. The Library Director is authorized to proceed with instituting a board-sanctioned Opioid Overdose Prevention Program.

New York State 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 IN naloxone on-site in adequate supplies. Choosing to participate permits employees who volunteer, and volunteer workers, to be trained in accordance with public health laws to administer IN naloxone without liability.

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.

Approved: [DATE]

Reviewed: [DATE] *(The NYSL recommends a yearly review of this policy)*

Opioid Overdose Prevention Program Procedures

I. Library Director Responsibilities

- Identifies a library staff member to serve as the Library Liaison.
- Develops policies and procedures for Board approval and implementation.

II. Library Liaison Responsibilities

- Contacts a NYSDOH Registered Opioid Overdose Prevention Program that is operated by another organization and ascertains its willingness to partner with the [NAME OF LIBRARY].
- Works with and adheres to all requirements stipulated by the partner NYSDOH Registered Opioid Overdose Prevention Program to receive IN naloxone overdose kits.
- Identifies volunteer staff members or library volunteers to serve as trained overdose responders (TORs).
- Coordinates TOR training and ensures that all TORs complete the required NYSDOH approved training.
- Oversees on-site storage, inventory, and reporting of intranasal (IN) naloxone overdose kit supplies as stipulated by the partner NYSDOH Registered Opioid Overdose Prevention Program.
- Reports back to the Clinical and Program Directors at the partner NYSDOH Registered Opioid Overdose Prevention Program whenever IN naloxone is administered or needs to be replaced because of expiration.

III. Mandatory Training for Library Personnel* Who Volunteer to Serve as TORs

The [NAME OF LIBRARY] will work with their partner NYSDOH Registered Opioid Overdose Prevention Program so that library personnel who volunteer can become trained overdose responders (TORs) and be able to administer IN naloxone in the library.

For volunteer library personnel to become trained overdose responders and be able to administer IN naloxone in the library the following are required:

- Completion of the NYSDOH approved training webinar: *Opioid Overdose Training for School Personnel & Public Library Personnel and Volunteer Workers: Recognizing a Life-Threatening Opioid Overdose and Using an Opioid Antagonist* available at [URL TO BE DETERMINED].
- Attainment of 100% accuracy on post-test.
- Successful completion of the Skills Compliance Checklist for Administering IN Naloxone by a trained individual representing the partner NYSDOH Registered Opioid Overdose Prevention Program.

After successful completion of the mandatory training, the individual will receive a certificate of training in opioid overdose prevention valid for 2 years. After 2 years the mandatory training must be retaken.

The Library Liaison, under the guidance of the partner NYSDOH Registered Opioid Overdose Prevention Program, will conduct an annual review of all TORs to ensure that understanding and skills in opioid overdose response are current and timely.

The Library Liaison must maintain a current list of all trained personnel and volunteers. The list will be maintained in a location designated by library administration.

**Includes library staff members and library volunteers.*

V. Storage, Inventory and Reporting

Storage

IN naloxone overdose kits will be stored consistent with the manufacturers' and partner NYSDOH Registered Opioid Overdose Prevention Program guidelines in a secure and locked location ensuring they are ready and accessible to all TORs for use in emergencies.

Inventory

The Library Liaison must monitor and maintain a log of naloxone expiration dates and other information required by the NYSDOH Registered Program partner.

The on-site inventory and placement of naloxone will be accounted for weekly and counted by the Library Liaison.

Reporting

The Library Liaison will report back to the Clinical and Program Directors at the partner NYSDOH Opioid Overdose Prevention Program whenever naloxone is administered or needs to be replaced because of expiration.

Incident reports will also be completed as per library policy whenever naloxone is administered.

Copies of all reports will be kept to allow evaluation of the opioid overdose program.

V. Notifications

Someone experiencing an opioid overdose needs immediate medical attention and emergency response intervention.

- Call 911 immediately. Be sure to state that an overdose is suspected.
- Implement the library's emergency response procedures and these opioid overdose procedures
- Follow the Library's policy of emergency notification, reporting and documentation.