

Middleton Public Library Opioid Overdose Prevention Policy

- I. Purpose**
- II. Legal Framework**
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- I. To combat the continuing rise in opioid-related deaths in Dane County and potentially save a life, the Middleton Public Library Board of Trustees has instituted an Opioid Overdose Prevention Policy. This document sets forth the required policies and procedures necessary to provide and maintain intranasal naloxone/Narcan on-site to ensure ready and appropriate access for use during emergencies to any patron, volunteer, or staff member suspected of having an opioid overdose.

- II. **Legal Framework**

[WI § 895.478 Civil liability exemption; opioid antagonists.](#)

In accordance with the law cited above, the trustees of Middleton Public Library authorize the Library Director to proceed with instituting a board-sanctioned Opioid Overdose Prevention Program following the procedures outlined on the following pages.

February 14, 2023

III. Opioid Overdose Prevention Procedures

Library Director Responsibilities:

- Identify a staff member to serve as the Library Point Person.
- Make sure that any staff member or volunteer who is willing to administer Narcan is properly trained and follows the procedures outlined below for administering Narcan.
- Work with the Library Trustee Board to develop a policy.
- Check with insurance carrier.

Library Point Person Responsibilities:

- Regularly check the Narcan inventory.
- Keep track of expiration dates for the Narcan.
- Notify the Library Director when more Narcan should be ordered.
- Ensure that documentation is in place if Narcan is administered in/at the library.
- Maintain a list of all staff and volunteers trained to administer Narcan.

Storage, Inventory, and Reporting:

Storage:

- Narcan doses will be stored consistent with the manufacturers' guidelines in a secure location within the AED carrying case ensuring they are ready and accessible for use by trained staff or trained volunteers in an emergency.

Inventory:

- Onsite inventory and placement of Narcan will be accounted for bi-annually and counted by the Library Point Person.

Reporting:

- Library Point Person will ensure that Incident Reports are filed utilizing the Library's incident reporting process, reported to the Library Board of Trustees, and the City of Middleton whenever Narcan is administered.

IV. Response Guidelines

Signs of possible overdose:

- person will not wake up or respond to voice (this is the #1 sign to look for)
- snoring or gurgling sounds
- breathing is very slow, or irregular, or has stopped
- pupils are pinpoint
- blue lips and/or nail beds
- clammy skin

Protocol:

1. Assess the scene for your own safety. If the situation is unsafe, do not attempt to get to the victim.
2. Call 911.
3. If possible, alert other staff to the situation and ask for assistance, especially with crowd control.
4. Put on gloves and breathing mask.
5. Put individual on his/her back. Do NOT attempt to move him/her from a chair to the floor.
6. Administer dose of Narcan: read and follow directions on the box.
7. If trained in rescue breathing, commence rescue breathing using an appropriate breathing barrier.
8. If the person is on the floor, put him/her in the recovery position.
9. Watch closely, but from a safe distance. Be aware that the effect of Narcan is to cause immediate withdrawal from an opioid high. The person might be ill or confused. Offer reassurance and support, but do not compromise your safety. NEVER attempt to restrain the person.
10. If the person does not respond within 2-3 minutes, administer another dose of Narcan in the alternate nostril.
11. Once EMS has arrived, take time for self-care. Allow another staff member to continue with crowd control and limiting gossip about the incident.
12. Fill out the Library's accident/incident report.