

RESOLUTION # \_\_\_\_\_

**PERSONNEL POLICY RESOLUTION  
LARAMIE COUNTY, CHEYENNE, WYOMING**

**IT IS HEREBY RESOLVED** by the Board of County Commissioners, Laramie County, Cheyenne, Wyoming, in accordance with applicable state statutes, the following Personnel Policy, Emergency Opioid Antagonist Policy, is adopted to govern all employees of Laramie County, see attached, This policy replaces any prior policy and practices governing all employees of Laramie County. All other personnel policies not directly modified remain unchanged.

**APPROVED AND ADOPTED** this \_\_\_\_\_ day of March, 2023

BOARD OF LARAMIE COUNTY COMMISSIONERS

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Laramie County Clerk

Reviewed and approved as to form:

  
\_\_\_\_\_

Laramie County Attorney's Office



## LARAMIE COUNTY GOVERNMENT

<b>TITLE</b> Emergency Opioid Antagonist Policy	<b>APPROVAL DATE</b>
<b>SECTION</b> Safety	<b>REVISION DATE</b>

This policy establishes guidelines and regulations governing the utilization, storage, and reporting of Naloxone Hydrochloride (Narcan), an opioid antagonist, by trained personnel within the Laramie County Government.

Those Laramie County employees who choose to, will be trained in the proper use and reporting of Naloxone Hydrochloride (Narcan), in accordance with Wyoming State Statutes § 35-4-901 through 35-4-906.

### **Procedure:**

- It is not a job requirement to volunteer to become trained in the administration of Naloxone Hydrochloride (Narcan) or to administer Narcan in an opioid-overdose emergency.
- To acquire certification in the administration of Narcan, the individual employee must complete an educational course designed to recognize the symptoms of an opioid overdose and provide the knowledge and skills to administer Narcan in compliance with Wyoming Statutes.

### **Training:**

- All employees seeking certification shall be trained in the use and reporting of Narcan. The training shall include the following:
  - An overview of Wyoming State Statutes 35-4-903 through 35-4-906;
  - Patient assessment, including signs and symptoms of an opiate related overdose;
  - Universal precautions;
  - Rescue breathing;
  - Seeking medical assistance;
  - Administration of Narcan;
  - Potential side effects of Narcan;
  - Proper reporting procedures established by the Wyoming Department of Health.

### **Administration of Naloxone Hydrochloride (Narcan):**

- Employees who observe or suspect a potential overdose must immediately call 911;
- Universal precautions shall be used for protection from blood borne pathogens and communicable diseases when administering Narcan.
- The determination of the need for treatment with Narcan will be evaluated by the circumstances of each incident. Employees should look for the following signs of a potential overdose:
  - Person will not wake up or respond (this is the first sign to look for);
  - Snoring or gurgling sounds;
  - Breathing is very slow, or irregular, or has stopped;



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- Pupils are pinpoint;
- Blue lips and/or nail beds;
- Clammy skin;
- Visible evidence of drug use;
- The employee who administered Narcan shall remain with the person until EMS personnel arrive on scene. Upon arrival of EMS, the employee shall inform EMS that Narcan has been administered.

### **Narcan Storage/Replacement:**

- Laramie County intends to store Narcan kits throughout its locations.
- Narcan kits shall be kept in a manner consistent with proper storage guidelines for temperature and sunlight exposure pursuant to the manufacturer's specifications.
- Narcan kits will be stored in secure but convenient locations, ensuring the kits are ready and accessible for use in emergencies.
- Laramie County intends to keep informational references, instructions, and documents related to Narcan and opioid-overdose emergencies that CRMC and the Narcan manufacturer provide with each kit.
- Laramie County Risk Management will regularly inspect all Narcan kits and maintain a log, which shall include expiration dates, on-site and total inventory, and placement locations.
- Upon using, losing, or damaging a Narcan kit, employees must promptly notify their Director/Manager who will notify Risk to determine if a replacement kit or other action is necessary.
- Risk Management will dispose of expired Naloxone kits or provide them to other entities for training purposes through consultation with CRMC and replace them according to the manufacturer's specifications.

### **Documentation and Reporting:**

- Employees who administer Narcan must notify their Director/Manager as soon as possible after an emergency subsides and the Director/Manager must promptly notify Risk Management no later than 24-hours after the encounter.
- Employees who administer Naloxone Hydrochloride (Narcan) are required to complete a written incident report utilizing the WARM Incident Report.
- Laramie County Risk Management must complete the Department of Health's written incident report utilizing its current electronic incident software and use its standardized form for a report, entitled "Naloxone Report."