

**CITY OF OCONOMOWOC POLICE DEPARTMENT  
POLICIES & PROCEDURES**

DATE: March 21, 2023

HISTORY: October 2, 2018  
September 7, 2020

SUBJECT: Narcan Administration

POLICY NUMBER: 17-063

**I. PURPOSE**

The purpose of this Policy & Procedure is to establish guidelines for the organization, administration, storage and implementation of the City of Oconomowoc Police Department's Nasal Naloxone Program. The objective is to treat and reduce fatalities due to opioid overdoses and to establish guidelines and regulations governing utilization of the NARCAN (Naloxone) Nasal Spray administered by trained officers.

**II. POLICY**

It is the policy of the City of Oconomowoc Police Department to have its officers receive proper training so they may administer NARCAN nasal spray in accordance with the established training guidelines as determined and provided by the City of Oconomowoc Police Department Medical Director pursuant to guidelines set forth in Wisconsin State Law.

**III. DEFINITIONS**

- A. OPIOID – A highly addictive narcotic analgesic derived from natural, semi-synthetic or fully synthetic opioids that can be life threatening.
- B. NARCAN NASAL SPRAY – A prescription medicine used for the treatment of an opioid emergency such as an opioid overdose. This medication is used to counter the effects of an opioid overdose by displacing opioids from opiate receptors in the brain and restoring breathing.
- C. OPIOID OVERDOSE – A condition including extreme physical illness, decreased level of consciousness, respiratory depression, coma, or the ceasing of respiratory or circulatory function resulting from the consumption or use of an opioid or another substance with which an opioid was combined.

**IV. PROCEDURE**

- A. Officers will assess any potential overdose victim to determine unresponsiveness, breathing and other indicators of an opioid induced overdose.
- B. If an opioid based overdose is suspected, the officer shall:
  - 1. Use universal precautions and protections from blood borne pathogens and communicable diseases per City of Oconomowoc Police Department Policy and Procedure.
  - 2. Use the proper personal protective equipment per City of Oconomowoc Policy and Procedure to reduce/eliminate the possibility of an opioid exposure to the officer.
    - a) If the officer observes any powdery substances, fumes or smoke in the area of the subject, the officer shall wear their Nitrile Gloves, N95 mask at minimum and remove the subject from the area and into an open environment away from the powder prior to treating the subject.

- b) If the officer is unable to move the subject or if the subject has the powdery substance on their person, the officer shall keep their mask and other PPE on and when EMS arrives, advise them of the substance so EMS can don the proper PPE before making contact with the subject.
  - c) If rescues breaths are needed, but the officer feels that if they remove their N95 mask, they may be exposed to the powdery substance, smoke or fumes, the officer shall leave their mask on and continue assessing the patient and administer NARCAN per this policy and conduct chest compressions as trained. All of this shall be clearly documented in the officer's incident report.
- C. The officer shall then respond to a potential opioid overdose utilizing the acronym SCARENE:
- 1. **Stimulate** – Utilize sternal rub to induce reflex response of overdosing subject should cause pain, person should respond with purposeful movement.
  - 2. **Communicate with EMS** – Ensure that EMS/ambulance has been notified and is responding.
  - 3. **Airway** – Check mouth and throat for visual obstruction and remove as necessary. Open airway, utilizing head tilt/chin lift and look, listen and feel for breathing and chest rise.
  - 4. **Rescue CPR** – If the subject is not breathing, perform chest compressions and rescue breaths (CPR). If the officer is confident the subject has a pulse, but is not breathing or is breathing poorly, perform rescue breaths without compressions.
  - 5. **Evaluate the Situation** – Observe if the subject has responded/begun breathing adequately. If yes, lay the subject in the recovery position. If not, proceed to next step.
  - 6. **NARCAN Nasal Spray** – Peel back the package to remove the NARCAN device, insert the tip of the nozzle into the subject's nostril until your fingers touch the bottom of the subject's nose and press the plunger firmly to release the dose of NARCAN into the subject's nose, aiming the nozzle toward the back of the head.
  - 7. **Evaluate again** – If there is no immediate change in responsiveness and breathing, continue rescue breathing for three minutes. If still no change, administer second unit of NARCAN in the subject's opposite nostril. Repeat steps 3, 4, 5, 6 and 7. above until the subject starts breathing adequately or until the subject is turned over to EMS.
- D. When EMS arrives on scene, the officer shall immediately notify EMS personnel of the total number of NARCAN doses administered and advise them of any powdery substances, fumes or smoke in the area.
- 1. If NARCAN has been administered by an officer, the officer shall ensure the subject receives further medical treatment by having EMS respond to the incident location and transported to a medical facility for treatment and evaluation. This does not negate the officer's responsibility to investigate any criminal charges or conduct an assessment for any Chapter 51 issues that may result from the incident.
  - 2. Crisis shall be contacted anytime officers administer NARCAN and it appears to have an effect on the subject.

3. In the event there are no criminal charges or Chapter 51 issues to take the individual into custody and the individual is refusing medical transport to a medical facility for further evaluation and treatment, the officer shall contact a supervisor.

#### **V. STORAGE AND REPLACEMENT**

- A. Two NARCAN nasal spray (4mg) units will be attached to the AED units in the patrol squads. Officers shall ensure the NARCAN units are stored in the original, sealed, blister packaging at a temperature between 59°-77°F. NARCAN can be stored up to a temperature of 104°F for a short period of time. NARCAN shall not be frozen and shall be protected from light at all times.
- B. Any NARCAN units that are used, frozen, expired, lost or damaged shall be reported by the officer to their immediate supervisor and the City of Oconomowoc Police Department's Naloxone Coordinator. The Coordinator will oversee the agency's inventory of NARCAN and coordinate the replacement of NARCAN and related supplies.
- C. Officers shall have their NARCAN available to them in their squad during their tour of duty. The kit will be attached to the AED unit.
  1. The NARCAN shall not be stored in the glove box of the squads at any time.
  2. The NARCAN shall be removed from the squad at the end of the officer's shift and properly stored as listed in IV.A above.

#### **VI. DOCUMENTATION/NARCAN® REPORTING/TRAINING**

- A. Following the administration of NARCAN, officers shall submit a detailed incident report, including but not limited to, the nature of the incident, the names of all subjects involved, the care the patient received, the fact that the NARCAN was administered, who administered the NARCAN, the results, etc.
- B. Officers administering NARCAN shall fill out The First Responder Naloxone Use Field Report and email it to the City of Oconomowoc Police Department Naloxone Coordinator and [overdoseprevention@waukeshacounty.gov](mailto:overdoseprevention@waukeshacounty.gov) in order to properly report the administration of the NARCAN.
- C. All incident reports and attachments shall be forwarded by the City of Oconomowoc Police Department Records Division and to the City of Oconomowoc Police Department Naloxone Coordinator, who shall be responsible for documenting the use of the NARCAN by the agency and forwarding it to the Medical Director within one week of the incident.
- D. Complete the Prescription Drug Monitoring Program (PDMP) form in accordance with the City of Oconomowoc Police Department Procedure.

#### **VII. EXCEPTIONS TO THIS POLICY MAY BE AUTHORIZED ONLY BY THE CHIEF OF POLICE**

This policy is effective immediately  
and will supersede any directives or understandings in conflict