

**OVERDOSE**  
**PREVENTION**  

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**PROGRAM**

**Ventura County Overdose  
Prevention Program  
Institutional Program Protocol**



## **I. Introduction**

Accidental overdose deaths continue to rise in Ventura County. In 2021 there were 269 accidental overdose deaths with opioids being the main drivers of those deaths, specifically, extremely potent fentanyl. In 2021, 164 accidental overdose deaths involved fentanyl. In Ventura County there has been a 110% increase in fentanyl related deaths since 2019. Naloxone is a drug that can temporarily stop many of the life-threatening effects of overdoses from opioids and can help restore breathing and reverse the sedation and unconsciousness that are common during an opioid overdose. This allows time for emergency services to arrive and treat the overdose victim. Naloxone may be administered by injection or nasal spray. Naloxone only affects people who are experiencing an opioid overdose. Any opioid user – which may include employees, visitors, or passersby – is at risk for an opioid overdose. For opioid users, and people around them, the ability to recognize and respond to an opioid overdose with naloxone will save lives.

Institutions who serve those at high risk of overdose along with institutions who are open to the public, should consider including naloxone in its first aid supplies and provide naloxone training to staff and volunteers.

## **II. Summary of Laws**

Cal. Civ. Code § 1714.22

- Prescribers may prescribe and give out naloxone, either directly or by standing order, to a person at risk of overdose or a family member, friend, or other person in a position to help.
- If a person receives naloxone via standing order, they must complete training from an opioid overdose prevention and treatment training program.
- A person who gives out naloxone under a prescription or standing order is not subject to civil action, criminal prosecution, or professional review.
- A person who administers naloxone and has received proper training who acts with reasonable care, in good faith, and without payment is not subject to civil action, criminal prosecution, or professional review.

## **III. Program Assurance**

As a condition of receiving the Ventura County Overdose Prevention Program Rescue Kit for a person suffering, or reasonably believed to be suffering from an opioid overdose, the organizations director, supervisor, administrator, or manager is responsible to ensure Program Assurance compliance. Submission of the form, Program Assurance form is required annually and is to be submitted on or before the anniversary of program implementation.

Program Assurance responsibilities include:

- Training of staff
- Monitoring kit inventory
- Responding to Overdose Prevention Program communications in a timely manner.

- Submitting data after Naloxone Administration within 24 hrs.
- Completion and submission of annual documentation to Ventura County Behavioral Health, Prevention Services (VCBH)
- Ensuring proper disposal of all expired medication
- Retention of records for two years.

VCBH will maintain all received records for two years, this includes Training Logs, Program Assurance Forms, and Naloxone Administration Data Submissions.

#### IV. Training Guidelines

Trained staff/volunteers may volunteer to administer naloxone to a person exhibiting potentially life-threatening symptoms of an opioid overdose at institution. Training shall include the following information:

- Techniques for recognizing symptoms of opioid overdose.
- Recognizing elevated risk of overdose and prevention.
- Standards and procedures for storage, restocking, and emergency use of naloxone.
- Steps on how to respond to an overdose event, including but not limited to calling 911, rescue breaths, rescue position.
- After naloxone procedures, including but not limited to administration digital documentation.

Training is required for all staff and or volunteers who volunteer to administer naloxone. Initial program implementation training will be provided by Ventura County Overdose Prevention Program trainers. Organization leadership team must attend initial program implementation training. This includes but not limited to Executive Directors, Managers, Administrators, Team Leads. Initial program implementation training is approximately 45 minutes in length and must be renewed annually. Training for subsequent staff and or volunteers may be provided by authorized organization leadership. Training materials will be provided by the Ventura County Overdose Prevention Program. Training must be renewed annually. All Institutional partners must complete training log and submit to Ventura County Behavioral Health within 30 days of training. Training of staff and volunteers must be renewed annually.

The Overdose Prevention Program offers reoccurring monthly trainings available to all current Institutional partners. To access training availability and to register use the following link or scanning the QR Code:

[www.calendly.com/opioid-response-program/ventura-county-overdose-prevention-institutional-training](https://www.calendly.com/opioid-response-program/ventura-county-overdose-prevention-institutional-training)



## V. Storage and Handling:

- Naloxone should be stored in a secure, but accessible, well-marked, location for staff and trained volunteer personnel.
- Keep naloxone in rescue kit until ready to use. Protect from light.
- Note the expiration date and dispose of unit properly if expired. Replace prior to expiration. (See Disposition and Destruction form)
- Store naloxone nasal spray at room temperature between 59°F to 77°F. It may be stored for short periods between 39°F to 104°F. Do not expose to extreme heat, such as in the glove compartment or trunk of a car during the summer. Do not freeze.

If naloxone is used, it shall be restocked by VCBH as soon as reasonably possible, but no later than two weeks after it is used. It is the organization/institutions responsibility to report naloxone use by submitting data via digital tool and notifying the Ventura County Overdose Prevention Program by email ([OverdosePrevention@ventura.org](mailto:OverdosePrevention@ventura.org)) within 24 hours of use. Naloxone shall be restocked before expiration date. It is the organization/institutions responsibility to notify the Ventura County Overdose Prevention Program by email of upcoming expiration Three (3) months of expiration date. The institution will assure the destruction of expired nasal spray and submit Disposition and Destruction form to VCBH.

LOCATION OF NALOXONE AT INSTITUTION:

## VI. Forms and Materials

The following forms and materials are provided:

- Overdose Prevention Program Partnership Application
- Institutional Overdose Prevention Program Assurance
- Disposition and Destruction Form
- Naloxone Standing Order
- Digital and Physical Naloxone Administration Report
- Training PowerPoint
- Training Log

## VII. Institutional Overdose Rescue Kit

The Ventura County Overdose Prevention Program will provide Institutional partners with overdose rescue kit(s). The kit shall include the following:

- Two (2) doses of 4mg Intranasal Naloxone Spray
- One (1) breathing shield
- Instruction card in English and Spanish
- Digital Data Collection QR access code
- Kit label with inventory number and expiration date

The Overdose Prevention Program provides one breathing shield; however it is recommended (not required) that institutional sites provide an “Ambu bag” if they do not already have one in their first aid supplies.

## VIII. Follow-Up

In the event of an opioid overdose and administration of naloxone, the staff that administers naloxone shall complete digital report and report to the supervisor, manager, administrator. The supervisor, manager, administrator shall complete the digital report of naloxone administration and report administration to the Ventura County Overdose Prevention Program within 24 hours of administration. Replacement kit will be issued by VCBH upon report of administration as soon as reasonably possible, but no later than two weeks after it is used.

## IX. Institutional Program Implementation

The protocols for new institutional partnership are as follows:

1. Schedule “New Partner Discovery Call” with Overdose Prevention Program. Scheduling link (or scan the QR code):  
[www.calendly.com/opioid-response-program/new-partner-discovery-call](http://www.calendly.com/opioid-response-program/new-partner-discovery-call)
2. Submit Application form prior to scheduled discovery call. Application will be sent upon scheduling of discovery call.
3. Prospective partners will be notified of approval or denial of application within 2 weeks of application submission.
4. After approval new partners will schedule a 1-hour Program Implementation Planning Meeting to review program policies and procedures, submit all required forms and schedule training(s).
5. Conduct Initial program implementation training, Organization leadership team must attend initial program implementation training. This includes but not limited to Executive Directors, Managers, Administrators, Team Leads.
6. Upon completion of initial program implementation training, overdose rescue kit will be delivered by the Ventura County Overdose Prevention Program.



# VENTURA COUNTY OVERDOSE PREVENTION PROGRAM

## NEW PARTNER APPLICATION

NAME		TITLE/ROLE			
EMAIL		PHONE #			
BEST WAY TO CONTACT <input type="checkbox"/> PHONE <input type="checkbox"/> EMAIL					
NAME		TITLE/ROLE			
EMAIL		PHONE #			
BEST WAY TO CONTACT <input type="checkbox"/> PHONE <input type="checkbox"/> EMAIL					
ORGANIZATION NAME					
TYPE OF ORGANIZATION					
<input type="checkbox"/> FOR PROFIT BUSINESS	<input type="checkbox"/> GOVERNMENT AGENCY	<input type="checkbox"/> NON-PROFIT /COMMUNITY ORGANIZATION	<input type="checkbox"/> EDUCATIONAL INSTITUTION	<input type="checkbox"/> OTHER	
NUMBER OF YEARS IN OPERATION			AFFILIATIONS		
POPULATION(S) ORGANIZATION SERVES					
SERVICES OFFERED					
HOW DO THOSE YOU SERVE ACCESS YOUR PROGRAMS					
LOCATIONS					
LOCATION NAME	STREET ADDRESS	CITY	TYPE OF SERVICES	CAPACITY (How Many Served)	NUMBER OF STAFF
TELL US ABOUT YOUR MISSION AND VISION					
PLEASE DESCRIBE YOUR KNOWLEDGE OF THE OPIOID CRISIS AND OVERDOSE PREVENTION					
WHAT PROMPTED YOU TO REACH OUT TO PARTNER WITH THE OVERDOSE PREVENTION PROGRAM?					
HOW WOULD YOU LIKE TO PARTNER WITH THE VENTURA COUNTY OVERDOSE PREVENTION PROGRAM?					
<input type="checkbox"/> DISTRIBUTION <input type="checkbox"/> INSTITUTIONAL <input type="checkbox"/> AWARENESS OUTREACH					
WILL YOU MAKE THE FINAL DECISION OR ARE THERE OTHERS INVOLVED?					
WHEN ARE YOU HOPING TO IMPLEMENT PARTNERSHIP?					

# VENTURA COUNTY OVERDOSE PREVENTION INSTITUTIONAL PROGRAM ASSURANCE

**Organization/Institution:** \_\_\_\_\_

As a condition of receiving the Ventura County Overdose Prevention Program Rescue Kit for a person suffering, or reasonably believed to be suffering from an opioid overdose.

The organization/Institution will:

1. Train staff who have volunteered to provide emergency naloxone, opioid antagonist as follows:
  - a) Training to be provided by authorized/trained Director, Manager, Administrator, and/or Team Lead. Training provided by Ventura County Overdose Prevention Program.
  - b) Provide annual refresher training.
  - c) Submit training logs within 30 days of training.
2. Monitor the supply of naloxone.
  - a) Report naloxone administration within 24 hours to VCBH.
  - b) Report naloxone expiration 3 months prior to expiration date.
  - c) Submit Disposition and Destruction Form to VCBH annually and upon request for replacement of used, expired, or lost naloxone.
3. Respond to Overdose Prevention Program communications in a timely manner.
4. Submit Naloxone Administration data within 24 hours via digital data collection tool.
5. Completion and submission of annual Program Assurance Form to Ventura County Behavioral Health, Prevention Services (VCBH).
6. Ensure proper disposal of all expired medication, and report to VCBH.
7. Retain records for a period of 2 years.

The organization/Institutional shall hold harmless, defend at its own expense, and indemnify the Ventura County Behavioral Health Department against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees, arising from all acts or omissions to act of the organization or its officers, agents or employees with respect to naloxone hydrochloride or another opioid antagonist; excluding, however, such liability, claims, losses, damages, or expenses arising from Ventura County Behavioral Health Department's sole negligence or willful act.

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DIRECTOR/ADMINISTRATOR/MANAGER

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DATE

SCHOOL DISTRICT TO MAINTAIN RECORD FOR TWO YEARS

VENTURA COUNTY OVERDOSE PREVENTION PROGRAM  
**DISPOSITION AND DESTRUCTION FOR NALOXONE**

**Disposition and Destruction Form is to be completed and sent to Ventura County Behavioral Health (VCBH) annually and upon request for replacement of used, expired, or lost naloxone. Organization/Institution must complete and include the Report of Naloxone Administration if medication was administered for a suspected overdose via digital data submission.**

Organization/Institution: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

**Number of Sites Which Received Naloxone:** \_\_\_\_\_

**Disposition & Tracking:**

SITE NAME & ADDRESS	KIT #	ISSUED DATE	EXPIRATION DATE	ADMINISTRATION DATE	DISPOSAL DATE	REPORTED LOST DATE

**Organization/Institution will ensure proper disposal of all expired medication.**

Form completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Organization/Institution to maintain record for two years.**



DATE: \_\_\_\_\_

## VENTURA COUNTY OVERDOSE PREVENTION PROGRAM TRAINING LOG

Volunteer staff/volunteers may administer naloxone by nasal spray.

The training shall include:

- Techniques for recognizing symptoms of opioid overdose.
- Recognizing elevated risk of overdose and prevention.
- Standards and procedures for storage, restocking, and emergency use of naloxone.
- Steps on how to respond to an overdose event, including but not limited to calling 911, rescue breaths, rescue position.
- After naloxone procedures, including but not limited to administration digital documentation.

All training will be consistent with the most recent guidelines from the Ventura County Overdose Prevention Program. My signature below indicates that I have volunteered to be trained in the administration of emergency naloxone to provide emergency medical aid to a person suffering, or reasonably believed to be suffering from, an opioid overdose. I understand I am to follow program & organization guidelines as trained by authorized trainer. If I have any questions or difficulties performing this procedure, I will immediately contact an administrator/manager. For a life-threatening emergency, I will call 911 and notify the administrator/manager.

PRINT NAME	SIGNATURE

I have conducted the training in accordance with Ventura County Overdose Prevention Program procedure guidelines. The employee(s) have demonstrated skills, knowledge and understanding of the administration of naloxone via nasal spray.

**Trainer (Print Name):** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TRAINER SHOULD SUBMIT THIS TRAINING LOG TO VENTURA COUNTY BEHAVIORAL HEALTH  
WITHIN 30 DAYS OF TRAINING LOG AND KEEP FOR A MINIMUM OF TWO YEARS.**