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**ADMINISTRATIVE DIRECTIVE – 114.010**  
**Administration of Nasal Naloxone (Narcan)**

**EFFECTIVE DATE: November 9, 2017**

**REVISION DATE: February 27, 2024**

**REVIEW SCHEDULE: Annual**

**AFFECTS: All Personnel**

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**I. PURPOSE**

This Administrative Directive establishes procedures for administering intranasal Naloxone (Narcan) when trained Plano Police employees suspect a person has overdosed.

**II. POLICY**

To reduce the number of fatalities which can result from opiate overdose, properly trained employees may administer Narcan. All Sworn Officers, Detention Staff, Property & Evidence Unit and Crime Scene Investigation Unit will receive training that will include, at a minimum, an overview of this policy and the viewing of a video explaining how to administer Narcan.

**III. DEFINITION**

- A. Naloxone (Narcan) – An opioid antagonist that can reverse the toxic effects of opioids by competing with the presence of opiates in the brain. It is a fast acting drug that acts within two (2) to three (3) minutes of administration. It is safe to carry and administer with no potential harmful side effects and is impossible to abuse. It is marketed under various trademarks including Narcan.
- B. Opiates – Synthetic or natural substances, prescribed and/or illicit, that cause sedation or pain relief effects. Excessive levels of opiates depress vital bodily functions such as respiration and maintaining consciousness. Prescription opiates typically appear in the form of pain medication, which include Hydrocodone, Oxycodone, Morphine, etc. The most common illicit form of an opiate is Heroin, including Fentanyl.
- C. Opioid Antagonist – A drug that nullifies in whole or in part the administration of an opioid. The opioid antagonist for the purpose of this policy is limited to Narcan.
- D. Opiate Overdose – A life threatening effect of an opiate on the human body often depressing the respiratory and central nervous systems resulting in a decreased level of consciousness. An opiate overdose can be reversed if proper medical treatment is administered in a timely manner.
- E. Opiate Overdose Symptoms – Individuals experiencing an opiate overdose exhibits symptoms such as not breathing, blue lips and/or blue skin, a limp body, decreased heartrate, lack of consciousness, deep snoring/gurgling, unresponsiveness to external stimuli, and/or pale clammy skin.

**IV. PROCEDURES**

**A. Training**

- 1. This policy and a training video on the use of Narcan are accessible in PowerDMS.
- 2. The Training Unit will ensure all police recruits receive training in the use of Narcan during the Basic Peace Officer academy or the department's mini academy.
- 3. Supervisors will ensure all other employees receive training prior to the issuance of Narcan.

**B. Employee Responsibilities**

- 1. Upon arrival at the scene of a possible overdose, the employee shall take the following steps:
  - a. Ensure medical personnel have been dispatched to the scene.
  - b. Ensure a supervisor has been dispatched to the scene.
  - c. Ensure the scene is safe for both officers and arriving medical personnel.

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- d. Ensure precautions are taken to prevent exposure to bodily fluids and blood-borne pathogens. Employees will utilize personal protective equipment (9mil Nitrile gloves, N-95 mask/respirators, and UVEX safety glasses).
  - e. Check the individual with the possible overdose for the following symptoms:
    - (1) Unresponsive to the touch or your voice (rub firmly on the middle of their chest);
    - (2) Slow or shallow breathing or not breathing at all;
    - (3) Check for pinpoint pupils (black circle in the center of the colored part of the eye is very small);
    - (4) Fingernails or lips are blue or purple.
  - f. Administer one dose (one vial) of Narcan in accordance with training provided.
  - g. If person is not breathing, start CPR.
  - h. If there is no change after 2-3 minutes and medical personnel have not arrived, administer a second dose (one vial) of Narcan.
  - i. Continue CPR until medical personnel arrive or the individual is breathing again.
  - j. Once the individual continues breathing, roll them to the recovery position and monitor their status. **Be aware the individual may vomit from administration of Narcan.**
2. Employees should have another employee with them prior to administering Narcan due to the potential for a combative recovery.
  3. Employees should keep in mind that the administration of Narcan is generally effective within two (2) to three (3) minutes of administration. Additionally, Narcan will wear off after thirty to forty minutes. Therefore, it is critical that whenever this drug has been administered that the individual be immediately removed to the hospital to be monitored by trained medical personnel.
  4. Treatment of suspected opioid overdose must be performed by someone other than the affected person.
  5. Employees shall notify medical personnel that Narcan was administered to the individual.
- C. Documentation
1. Each time an employee administers Narcan, the employee shall document the nature of the incident, the care the victim received, and the fact that Narcan was administered in the incident/information report.
  2. If any substance found at the scene is logged as evidence with the Property & Evidence Unit, the employee shall adhere a bio-hazard label to the evidence bag. (See Property & Evidence Manual)
  3. Used Narcan kits can be placed in general trash at any city facility or the bio-hazard disposal bin on the ambulance.
  4. The Quartermaster Unit shall maintain records of issuance and inventories of Narcan supplies.
  5. If an employee's issued Narcan is misplaced, stolen or lost, the employee will report it to their supervisor. The supervisor shall complete a Risk Management Report.
- D. Issuing Narcan and Maintenance

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1. Employees shall obtain Narcan kits from the Quartermaster Unit.
2. It shall be the responsibility of employees to inspect Narcan kits issued to them for expiration dates and damage. Narcan kits with expiration dates or damages will be replaced with new kits by the Quartermaster Unit. Expired kits will be returned to the Quartermaster Unit.
3. Storing Narcan nasal spray kits:
  - a. Store at room temperature, between 59°F to 77°F.
  - b. Do not freeze Narcan nasal spray.
  - c. Keep Narcan nasal spray in the box until ready to use. Protect from light.
  - d. Replace Narcan nasal spray before the expiration date on the box.
  - e. Keep Narcan nasal spray out of the reach of children.