Take-Home Naloxone Program: Distribution Site Criteria

Naloxone is a safe and effective opioid agonist that reverses overdose causes by opioid drugs. Naloxone has been in the control of health care professionals for decades, yet overdose remains a significant problem. There is strong evidence that with training and take-home naloxone kits, people at risk of opioid overdose and family and friends of people at risk of opioid overdose can effectively reverse overdose where and when it happens. Free take-home naloxone kits are available from Manitoba Health, Seniors, and Active Living (MHSAL) to distribution sites according to the following criteria.

Distribution Site Criteria

In order to be eligible to distribute free take-home naloxone kits provided by MHSAL to people at risk of opioid overdose and family and friends of people who are at risk of opioid overdose, the following site criteria must be met.

1. Take-home naloxone kits must be provided by health care professionals who have naloxone administration by intramuscular injection in their scope of practice (e.g. Registered Nurse, Physician, Nurse Practitioner, Registered Psychiatric Nurse, Pharmacist, and Paramedic). Health professionals who provide the take-home naloxone kits are responsible for undertaking a focused health history, and confirming adequate knowledge uptake from the training with the client/lay responder. However, training on overdose recognition and response may be provided by support staff (including trained volunteers, peers/people who use drugs, families and friends of those people who use drugs and outreach staff) who have been adequately prepared to deliver this training. A Training Manual on Overdose Recognition and Response is available at www.gov.mb.ca/health/mh/overdose/providers.html

2. Training of lay responders should include:
   • Factors that can increase or decrease risk of overdose
   • How to recognize an overdose; including depressant and stimulant overdoses
   • How to respond to an overdose including:
     o How to perform rescue breathing
     o how to put someone in the recovery position
     o how to communicate with 911 and why it is important to call 911
     o how to prepare and administer naloxone
     o how and when to evaluate and support

3. The naloxone kits are provided to distribution sites at no cost, however, the human resources involved in distribution must be provided in-kind. The site must provide take-home naloxone kits at no cost to
the client (i.e. no counselling or dispensing fee may be charged to the client and MHSAL does not reimburse for these services).

4. Naloxone for administration by health care providers or other staff is not funded under this program. Take-home naloxone kits may only be provided to people at risk of opioid overdose, and family and friends of those people who are at risk of opioid overdose. **Risk of opioid overdose may be defined as:**
   a. any illicit opioid use
   b. use of any illegal drug with potential opioid adulterants (e.g. powdered cocaine, crystal methamphetamine, illegally manufactured tablets or blotter drugs)
   c. prescribed opioids at greater than 20 mg morphine equivalent/day
   d. intention or likely near future illicit opioid use

5. **Reporting Requirements to MHSAL, Epidemiology and Surveillance:** All sites must submit the Take-Home Naloxone Kit Tracking Reporting Form semi-annually (January – June, July – December) and the Overdose Response Forms for those kits used in overdose events. These forms are accessible at: [www.gov.mb.ca/health/publichealth/surveillance/forms.html](http://www.gov.mb.ca/health/publichealth/surveillance/forms.html) and can be sent by mail or fax to the MSHAL SURVEILLANCE UNIT: Fourth Floor – 300 CARLTON ST. WINNIPEG, MB. CONFIDENTIAL FAX 204-948-3044

6. Sites should maintain a mechanism to track recipients of take-home naloxone kits. This can facilitate timely kit replacement for existing clients, and assist in notifying kit recipients in the event of a naloxone kit recall. Individual identifiers of kit recipients should not be forwarded to MHSAL. If a lot number is recalled from the manufacturer, MHSAL will notify participating distribution sites that received the recalled product, but will not notify the individual kit recipients.

7. Sites are required to comply with naloxone ordering, receiving and storage requirements.

Participating sites should consider providing harm reduction supplies to people who use drugs as part of a comprehensive harm reduction service and to increase engagement with people at risk of drug related harms. Clients seeking addictions services including opioid replacement therapy should be appropriately referred.

**Distribution Site Lead**

Each site participating in take-home naloxone kit distribution must have a person designated as a Site Lead. The Site Lead must be a regulated health professional, able to support the clinical needs of the distribution site.

**Responsibilities of the Site Lead**

- Oversight of provider training/preparation, standards, and clinical support of site naloxone providers
- Oversight of preparation and performance of para-professionals, volunteers or peers who provide overdose recognition and response training to clients/lay responders.

Revised November 2019
• Site liaison to MHSAL for reporting kit tracking and use, and for contact from MHSAL in case of kit recall or program changes.

Setting up Take-Home Naloxone Distribution Sites

All sites must agree to the take-home naloxone kit distribution site criteria prior to being set up to order naloxone kits directly from The Provincial Distribution Warehouse. Orders for naloxone kits can be placed using the existing client ID number for ordering vaccines and by submitting the Naloxone Kit Order Form (accessible at www.gov.mb.ca/health/mh/overdose/providers.html). If a site does not have a client ID number, a New Provider Application Form must be filled and submitted to MHSAL.

Sites will have minimum and maximum order quantities set in the Inventory Management System (Panorama). Orders that exceed the maximum quantities will be reviewed on a case by case basis. Typically regular sites will have order volumes set at a maximum of 20 kits per month, large volume sites will have 50 kits per month maximum. Maximum order quantities can be adjusted based on need and distribution volumes.

Training materials, reporting and order forms, and other program related materials are available at the MSHAL Drug Overdose Page for Service Providers

To Register as a Naloxone Distribution Site:

Complete the Take-Home Naloxone Distribution Site Registration Form, scan and e-mail to the attention of: Provincial Take-Home Naloxone Program at: naloxonekits@gov.mb.ca
<table>
<thead>
<tr>
<th>Naloxone Kit Distribution Site Information for the Public</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Name</td>
</tr>
<tr>
<td>Site Address</td>
</tr>
<tr>
<td>Site Operating Hours</td>
</tr>
<tr>
<td>Other details of service (for the public)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Site Lead and Clinic Information (for MHSAL only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Lead Name</td>
</tr>
<tr>
<td>Email</td>
</tr>
<tr>
<td>Phone</td>
</tr>
</tbody>
</table>

A valid Client ID/Panorama Holding Point number is required for registration. If site does not have a Client ID in Panorama (used for vaccine ordering) a New Provider Application Form must be filled and submitted to MHSAL. The form can be found at the following address: [www.gov.mb.ca/health/publichealth/cdc/protocol/npaf.pdf](http://www.gov.mb.ca/health/publichealth/cdc/protocol/npaf.pdf)

If you would like your take-home naloxone kit distribution site to be entered on the interactive map at [www.streetconnections.ca](http://www.streetconnections.ca) please email: outreach@wrha.mb.ca and provide the name, address, phone number, and hours of service for your naloxone program.

☐ This naloxone distribution site agrees to the conditions set out by Population and Public Health, MHSAL, Take-Home Naloxone Distribution Site Criteria.

<table>
<thead>
<tr>
<th>Site Lead signature</th>
<th>Date (dd-Mon-yyyy)</th>
</tr>
</thead>
</table>

Forward attention to: Provincial Take-Home Naloxone Program, Population and Public Health, Manitoba Health, Seniors and Active Living   Email: naloxonekits@gov.mb.ca

Revised November 2019
Naloxone Kit Ordering from Manitoba’s Provincial Distribution Warehouse

To receive naloxone kits, sites must be registered in the program as a naloxone kit distribution site. For naloxone distribution site criteria, visit the MSHAL Drug Overdose Page for Service Providers.

Naloxone kits are funded by Manitoba Health, Seniors and Active Living for distribution to people who are at risk of opioid overdose, including family and friends of those people who are at risk of opioid overdose, as per the take-home naloxone kit distribution site criteria (See www.gov.mb.ca/health/mh/overdose/providers.html). Naloxone kits for administration by health care providers are not funded through this program.

General notes about supplies

- Always use oldest supply first to prevent product expiry. Naloxone kits should be stored between 15 and 30°C
- Naloxone has a shelf life of approximately 2 years. Check the expiry of each kit before providing to clients.
- Naloxone kits within 3 months of expiry should not be provided to clients. Please do not return expired kits to the Provincial Distribution Warehouse. Remove and discard the expired naloxone ampules from the kit as per your facilities protocol. Repurpose the remaining supplies as you see fit.
- Naloxone kits have a lot number stickered on the outer case that refers to the assembly of the kit by the supplier. This lot number will be different than the medication lot number on the ampoules of naloxone.
- For each naloxone kit ordered/received, the following training supplies will be provided: 1 water ampoule, 1 ampoule breaker, 1 Vanish Point© syringe.*Water ampoules = 0.5ml or 1.0 ml ampoules (depending on stock availability)

How much to order

- Sites are encouraged to order enough kits for 2-3 months and if possible to avoid ordering during the coldest months of the year when ambient shipping is difficult.
- Typical order size for regular sites is 20 kits maximum, larger sites 50 kits maximum. Kits can only be ordered in multiples of 5.
- MHSAL will follow up with sites placing unusually large orders, or unapproved sites attempting to order. Ordering volumes can be adjusted based on site needs.

Ordering and receiving supplies from the Provincial Distribution Warehouse

- After hours, emergency supply access is not available for naloxone kits
- To avoid disruption of services, please plan ahead to ensure sufficient stock on hand for the next month
- Delivery time is approximately 3 business days in Winnipeg and 4 business days for rural from the date of order approval
- Order cut off is 3pm daily, after which the order is considered submitted the next working day
- Please check your order on receipt to ensure you received the correct quantities and supplies in good condition. If you notice discrepancies, please call the Provincial Distribution Warehouse at 204-948-1333 or Toll-Free: 855-683-3306

FOR RURAL DELIVERIES ONLY:

- The facility/site must call the Provincial Distribution Warehouse when the shipment is received and let the warehouse know if the monitor was flashing green (OK) or red (alert). If flashing red, product is to be held until the warehouse calls to release it.

Revised November 2019
• Packaging and monitor must be returned to the Provincial Distribution Warehouse. A charge of $150 may result if it is not returned.