

INTERNAL DOCUMENT

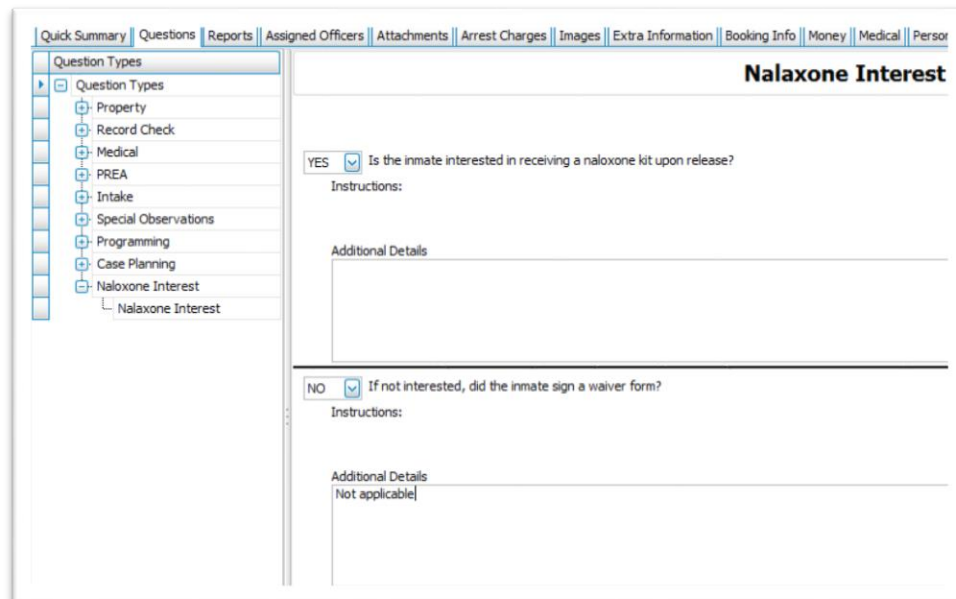
NALOXONE DISTRIBUTION PROCEDURE FOR CORRECTIONAL FACILITIES

The purpose of this guidance document is to establish guidelines for the distribution of naloxone by Vermont Department of Corrections (DOC) correctional facilities. Specifically, this guidance document:

1. Outlines the process for educating the target population about proper naloxone use;
2. Allows for the offering of naloxone to inmates upon release from correctional facilities;
3. Requires proper documentation of this process; and
4. Requires the storage of naloxone kits within correctional facilities prior to their distribution.

PROCEDURAL GUIDELINES

1. The Facility Corrections Services Specialist (CSS) shall meet with all inmates assigned to their caseload who are scheduled for release, and shall inquire if the inmates are interested in receiving naloxone upon release.
 - a. **If an inmate is interested** in receiving naloxone, the CSS shall:
 - i. Educate the inmate on the function of naloxone and use the [Vermont Department of Health brochure](#) (copies available through the Vermont Department of Health website) to train the inmate how to administer the medication; and
 - ii. Document the inmate’s desire to accept a naloxone kit upon release in the questions section of the record in the Offender Management System (OMS) as follows:



- b. **If an inmate is not interested** in receiving naloxone:
 - i. The CSS shall run the “Naloxone Refusal Form” offender report in OMS and have the inmate electronically sign it; and
 - a) This form shall be electronically signed by the CSS.

INTERNAL DOCUMENT

- b) If the inmate refuses to sign the form:
 - 1) The CSS shall indicate that the inmate Refused to Sign; and
 - 2) The CSS and another facility staff member shall electronically sign the form as witnesses to the inmate’s refusal.
- ii. The CSS shall document the inmate’s decision to refuse a naloxone kit upon release in the questions section of the record in OMS as follows:

- 2. Naloxone kits shall be stored within each correctional facility in a secure location. The kits shall be inventoried monthly, by a facility staff member designated by the Superintendent. The results of each inventory shall be documented and provided to the Superintendent.
- 3. At the time of an inmate's release, the Booking Officer shall check OMS to see if the inmate indicated a desire to accept a naloxone kit, and if so, shall provide that kit to the inmate. The ultimate responsibility to ensure that the Booking Officer is aware that an inmate wishes to receive a naloxone kit at the time of his or her release rests with the inmate.
- 4. In cases when the inmate changes his or her mind at the time of release, and indicates this to the Booking Officer, the Booking Officer shall change the information in the questions section of the offender’s record in OMS, and:
 - a. **If the inmate is interested** in receiving naloxone, provide the kit to the inmate; or
 - b. **If the inmate is not interested** in receiving naloxone, document the refusal using the “Naloxone Refusal Form,” as outlined above, with the Booking Officer signing in the place of the CSS.