

Naloxone (NARCAN) Distribution Checklist

Texas Overdose Data to Action (TODA) Recommended Best Practices

- ☐ **Meet with key stakeholders to identify a hosting organization for naloxone distribution.**

Individuals may carry naloxone and coordinate community-wide naloxone distribution efforts. To be considered a naloxone distribution site for the Naloxone Locator Map (dshs.texas.gov/injury-prevention/texas-overdose-data-to-action/toda-resource-maps), you must distribute naloxone in a public location. TODA recommends working with an organization to host the distribution site. TODA will not put residential addresses on the Naloxone Locator Map.

- ☐ **Identify designated individual(s) responsible for ordering and restocking naloxone.**

Individuals and organizations may order naloxone at Naloxone Texas (naloxonetexas.com).

- ☐ **Determine how naloxone will be distributed (e.g., mobile outreach, freestanding dispenser, fixed site).**

You may apply to receive a TODA-funded naloxone distribution container through the TODA Naloxone Distribution Container Application (forms.office.com/r/wrmT3eKN8L).

Additional funds or resources may be available through your city or county government through the Opioid Abatement Funds (comptroller.texas.gov/programs/opioid-council).

- ☐ **Determine how often you or your designee will check and restock the naloxone containers.**

- ☐ **Ensure the distributing organization has a plan for disposing or donating unused naloxone.**

- ☐ **Train all individuals supporting naloxone distribution on naloxone administration, distribution processes, and identifying signs of a drug poisoning.**

- ☐ **Request naloxone through Naloxone Texas or another appropriate supplier.**

- ☐ **Register the distribution site on Naloxone Locator Map.**

- ☐ **Monitor naloxone supply and reorder naloxone as needed.**

- ☐ **Identify advertisement channels for increased community awareness (e.g., local news, social media, flyers).**
- ☐ **Determine if you will collect recipient information and what type.**

Some organizations collect no information, while others may collect zip codes and/or demographic information for tracking purposes. While data can be helpful for identifying areas of need, communities should consider whether collecting identifying information will be a barrier to the distribution process.
- ☐ **Create a system for distribution documentation (e.g., tracking number, distribution date, expiration date, number of kits distributed each day).**
- ☐ **Encourage recipients to report naloxone use or expiration.**
- ☐ **Offer naloxone administration and distribution training or refresher sessions to distribution support staff and the public.**
- ☐ **Collect feedback to improve the program.**
- ☐ **Develop naloxone distribution kits (more information about distribution kits can be found on the next page).**
- ☐ **Provide printed drug poisoning response education materials to the public.**
- ☐ **Provide stigma-reduction messaging and support resources.**
- ☐ **Partner with community-based organizations for outreach and engagement.**

Training and Education

- ☐ Train staff and volunteers on naloxone administration and drug poisoning response.
- ☐ Provide brief, clear training on naloxone administration to individuals assisting with naloxone distribution and the public, if possible (in-person or video – youtube.com/@narcanoofficial/videos).
- ☐ Cover the following topics if developing in-house training:
 - Signs of opioid-related drug poisonings.
 - Steps to respond (stimulate, call 911, give naloxone, support breathing).
 - Proper storage, disposal, and expiration awareness.
 - Legal protections (Good Samaritan laws).
- ☐ If providing formal training to community members, document the training (e.g., sign-in sheets, attendance records).
- ☐ Provide contact information for questions.

Optional Kit Assembly

Naloxone kits can be helpful in response and follow-up to drug poisonings. Providing naloxone kits is an optional service that allows organizations to give additional resources with naloxone.

- ☐ TODA suggests including the following items and practices when developing naloxone kits:
 - Kit bags – clear bags recommended.
 - 1-2 doses of naloxone for each kit (or another pre-determined amount).
 - Instructions for naloxone administration (visual, written, and easy to understand).
 - 1-2 pairs of gloves.
 - Face shield, cardiopulmonary resuscitation (CPR) breathing barrier, or mask for rescue breathing.
 - Resource card (local hotline, treatment centers, support services).

For a full list of naloxone resources, visit dshs.texas.gov/texas-overdose-data-to-action/toda-resources or scan the QR code.

