Community Based Naloxone Program: Getting Started
(For Community Sites)

AHS
Program information and documents are available through Insite.
• Click on the Naloxone link under Important Updates on the right side of the main page.

Non-AHS
• Program information and documents are available through www.Drugsafe.ca
• Click on Get Naloxone
• Click on Community Based Naloxone

Contact information and communication
1. Identify a primary contact person for your site.
2. The primary contact person is required to register your site, order kits, and complete the Monthly Tracking Report.
3. The primary contact person must communicate any contact information changes to the CBN program using the Site Registration Information Update link.
4. The CBN program will provide updates via email.

Education for staff
1. Identify trainers at your site.
2. Trainers must complete the Naloxone E-learning module on MyLearningLink (AHS) or using this link (non-AHS). This will take approximately 30 minutes. Changing soon!

How to become a distribution site
1. Complete the Site Registration Form
2. The registration process will take 7-10 business days to complete. You cannot order Overdose Response kits until your registration is completed.
3. You will receive an email confirming your registration process has been initiated, along with a Login Code that is specific to your site.
4. This Login Code must be used when placing a Kit Order, Updating Site Information and when completing the Monthly Tracking Report.

How to order kits
1. Complete the Kit Order Form found online.
2. Please be advised that Overdose Response kit orders are processed on Wednesday mornings only. For timely processing, we recommend submitting your order by Tuesday @ 23:59. All kit orders received after that will be processed the following week and delivery will be delayed. Please allow 7-10 business days for delivery.
3. The kits will be delivered directly to your site via the distributor McKesson.
How to distribute a kit

1. Prior to receiving an Overdose Response Kit, education about opioid overdose prevention, recognition and response should be offered.

2. You may wish to use the following resources (available here)
   a. Knowledge Checklist
   b. Client Handout
   c. SAVE ME Poster

3. Always open the kit and check that all components are correct before handing it out.

Kit tracking and reporting

1. The primary contact or designated person at your site will receive a reminder email on the last Monday of each month to complete the Monthly Tracking Report.

2. The Monthly Tracking Report must be submitted to the CBN program by the 8th of each month.

3. All sites are required to complete the Monthly Tracking Report each month even if your site did not distribute any kits.

4. The Distribution Record is for your own use to keep track of the information used for monthly reporting and can be filled out without client identifiers, or however suits your site best. The most important information is the data on number of kits, replacement kits, and reasons for replacement. Once you have completed monthly reporting online, you are welcome to recycle it or keep it for future reference.

Kit usage reporting

1. Complete the Client Usage Reporting Form every time a client reports using a kit to respond to an overdose. (PDF Form for printing). Alternately, the client may report usage by calling Health Link at 811.

For questions or concerns please email naloxone.kit@ahs.ca