

Maryland Overdose Response Program

Dispensing Protocol

Naloxone is a prescription medication that must be stored and dispensed according to Maryland laws. Dispensing must be reported to the Maryland Department of Health as required by COMAR 10.47.08.10C1. Please contact mdh.naloxone@maryland.gov with any questions about this form.

Identify the name of the organization applying for ORP authorization.

Name of Dispensing ORP Entity

Inventory

Identify the position or individual responsible for ordering naloxone, receiving naloxone, and checking logs of naloxone dispensing. This is typically the ORP Training Director.

Full Name and/or Title

Identify where naloxone will be stored and secured.

Location and Security Measures

Identify the position or individual responsible for oversight of naloxone stock, if it differs from above.

Full Name and/or Title

Identify how naloxone inventory will be monitored and regulated, such as frequency of log book reviews and stock checks.

Plan for regulating naloxone stock

Confirm that naloxone will be stored in its original packaging at room temperature (between 59–86 degrees Fahrenheit).

Yes

Confirm that, once identified, expired or damaged needles will be disposed of in a sharps container.

Yes

Confirm that damaged naloxone will be disposed of in the trash.

Yes

Expired Naloxone

If naloxone inventory is approaching its expiration, but not yet expired, and the ORP does not anticipate being able to dispense it prior to expiration, CHRS recommends reaching out to local partners that may be able to dispense it more quickly (prior to expiration) such as OTPs.

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If naloxone inventory is expired, CHRS recommends reaching out to the ORP listserv or other local ORPs that may be able to repurpose it for training (i.e. demonstration in training, etc.). ORPs are encouraged to reach out to CHRS at mdh.naloxone@maryland.gov to be connected with other organizations that may be able to repurpose it.

Confirm that naloxone will be dispensed up to but not on or after the expiration date.

Yes

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Kits

Confirm the dispenser will ensure the naloxone is not expired and provide a kit to the recipient.

Yes

Confirm all kits must contain two doses per kit.

Yes

Identify any types of naloxone to be provided.

Check any formulations to be provided.

- Narcan intranasal device, two doses per kit
- Single-dose intramuscular vial, two vials and two syringes per kit

Identify additional items to be included in naloxone kit.

Check any items to be provided.

- Gloves (*Optional*)
- Rescue breathing shield (*Recommended*)
- Alcohol swabs (*Recommended for intramuscular formulations*)
- Two 3mL syringes, 1-1.5", 21-23 gauge needles (*Required for intramuscular formulations*)

Naloxone Labels

Health Occupations §12-505 requires each naloxone container to be labeled with:

- Name and address of the dispensing ORP
- Date dispensed or date ORP's standing order prescription was issued
- Name of the prescriber (licensed health care provider who issued the ORP's standing order)

Confirm the dispenser will label naloxone container in accordance with these requirements.

Yes

Dispensing Records

Dispenser must make records of naloxone dispensing, to include each of the following:

- Date naloxone dispensed
- Name and signature of individual receiving naloxone
- Manufacturer, lot number & expiration date of medication
- Number of doses dispensed
- Initial or refill dose
- *Optional:* Email of individual receiving naloxone, to be used in the event of a recall
- *Optional:* Trainee's age, gender, race/ethnicity, and reason for seeking training (aka "qualification category")

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Optional: CHRS recommends using the Trainee Registration Form (available in [English](#) and [Spanish](#)) to record this required information.

Confirm the dispenser will make records of naloxone dispensing in accordance with these requirements.

Yes

Record Maintenance and Reporting

ORPs should report the following information **monthly** to CHRS through the ORP Training Report webform: <https://www.cognitoforms.com/MDH3/OverdoseResponseProgramORPTrainingReport>

- Form of naloxone dispensed
- Number of initial doses of naloxone dispensed
- Number of naloxone refills dispensed
- Aggregate demographics of individuals trained

Confirm that the required information will be reported monthly to CHRS through the ORP Training Report.

Yes

Confirm that training and dispensing records will be stored a minimum of five (5) years.

Yes

Confirm that if ORP entity staff is aware of a naloxone administration, they will submit a Naloxone Use Report to CHRS via <https://www.cognitoforms.com/MDH3/NaloxoneUseReport>

Yes

Person Completing this Form

Print Your Full Name

Sign or Type Your Name

Today's Date