

Agency Dispensing Quick Start Guide

Persons authorized by the Department of Behavioral Health and Developmental Services to train individuals on the administration of Naloxone for opioid overdose reversal shall follow this protocol when dispensing naloxone to a person, without charge or compensation, for administration to another person believed to be experiencing or about to experience a life-threatening opioid overdose as authorized in subsection Y of state code 54.1-3408.

Steps:

1. Identify an individual prescriber to issue a standing order for the agency. **The statewide standing order does not satisfy this requirement.**
2. Identify a Lead Trainer who will serve as the point of contact for the Board of Pharmacy and will be responsible for ensuring dispensing regulations are maintained.
3. Lead Trainer will apply for a Controlled Substance Registration on behalf of the agency.
4. Develop a record keeping system to include:
 - a. Prescribers standing order authorizing trained individual to dispense naloxone
 - b. Invoices or other records showing receipts of naloxone (may be stored electronically) – These records must be made available to inspection within 48 hours of a request by board or authorized agent
 - c. Manual electronic log indicating name, strength, lot, expiration date, and quantity of naloxone transferred to and from CSR location to off-site training location, along with date of transfer and name of trained individual approved by DBHDS
 - d. Record of dispensing including name of naloxone recipient, address or contact information if available, date of dispensing, drug name, strength, quantity, lot number, expiration date, and name of trained individual approved by DBHDS to dispense.
5. Develop labeling system – pre-printed labels with space to fill in patient information and date is recommended. Label must include: directions for use in accordance with prescriber’s standing order, date of dispensing, name of person receiving drug, drug name, strength, name and telephone number for the entity associated with the controlled substances registration
6. The trainer shall provide the recipient with the current REVIVE! brochure available on the Department of Behavioral Health and Developmental Services website at <http://www.dhp.virginia.gov/Pharmacy/docs/osas-revive-pharmacy-dispensing-brochure.pdf>
7. The naloxone shall be stored and transported under appropriate storage conditions in accordance with the manufacturer’s directions to protect from adulteration.
8. In the event of a manufacturer recall, the supervising practitioner or responsible party associated with the controlled substances registration certificate must ensure compliance with any recall procedures as issued by the manufacturer, United States Food and Drug Administration, or Board to ensure affected drug is transferred to a person or entity authorized to possess the drug for return or destruction.
9. Except for a prescriber’s standing order which must be maintained on-site for a period of not less than two years from the date of the last dispensing, records must be filed chronologically and maintained for a period of not less than two years from the date of transaction.

