



Department: Administration

Last Updated: 2026

Opioid Overdose Prevention

Policy Statement

CEO recognizes that the use of opioids can lead to overdose and death of students, staff, and customers. CEO is committed to minimizing these deaths by using opioid overdose prevention measures on individuals suspected of having an opioid overdose, regardless of a previous history of opioid abuse.

Opioid antagonists shall be limited to naloxone or other opioid antagonists approved by the Department of Health for such purposes and administered to individuals displaying opioid overdose symptoms.

Procedure

CEO trained staff* members may administer naloxone to an individual displaying opioid overdose symptoms, along with contacting emergency responders pursuant to the naloxone training.

**Staff members will not be penalized by CEO if they choose not to be trained as responders or participate in the program.*

Naloxone kits will be provided by the Rensselaer County opioid overdose prevention program registered with the New York Department of Health (NYSDOH) as an opioid antagonist recipient. These kits will be stored as specified by the program and will be accessible during business operational hours and during special agency events that fall outside of normal business hours. The kits will be in designated locations that are readily accessible during emergencies within each CEO owned and operated building. CEO will comply with all recordkeeping, inventory, documentation and notification requirements



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of the program in addition to those required of NYS OCFS Appendix K.

CEO will designate a main liaison to the NYSDOH registered opioid overdose prevention program. This liaison will:

1. Ensure approved policies and procedures are in place to provide guidance on how the program will be administered;
2. Collaborate with the program to provide annual training consistent with the NYSDOH guidance.
3. Ensure that responders complete NYSDOH approved training prior to receiving a certificate of completion; and dispense and/or provide shared access to naloxone kits to trained responders in accordance with laws, rules and regulations.
4. Collaborate with department directors to collect, review, and report information on overdose, and naloxone administration.

Preparation

- NYSDOH approved training in opioid overdose prevention will be offered to all staff once a year, with the expectation that staff will minimally retake the training every two years.
 - In compliance with NYS OCFS Appendix K, documentation of the verification of staff training will be kept on-site and available to OCFS or its representatives.
- Naloxone kits will be maintained in each agency owned and operated building in locations that are accessible during business hours and during special events hosted by CEO. Naloxone kits will be monitored on a regular basis to ensure they are not expired and kits will be replaced/replenished after use or upon expiration.
- Signage will be displayed in CEO buildings with descriptions of opioid overdose signs and symptoms along with instructions to contact emergency responders.

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- If an individual displays opioid overdose symptoms a trained staff member may administer naloxone.



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- The signs and symptoms of opioid overdose are shallow, slow, erratic, or no breathing; slow, erratic, or no pulse; snoring; choking with a gurgling rattle; unconsciousness, minimal responsiveness, limp body, unresponsive to painful stimuli; pinpoint pupils; blue or purple lips or fingertips; pale, blue, gray, or ashen skin; clammy face.
- In conjunction with administering naloxone, staff must call 911 immediately and request an ambulance. Emergency personnel must be advised that an opioid antagonist has been used.

Follow-up

- Administration of naloxone to an individual must be reported to NYSDOH through completion of a “NYSDOH Opioid Overdose Prevention Initiative: Community Naloxone Usage Form”. If available, emergency contacts will be notified for the individual impacted.
- In addition to the above notification, administration of naloxone to an individual within an Early Childhood center must be reported to OCFS and administration to an enrolled child must also be reported to the parent of the child as outlined in NYS OCFS Appendix K: “Administration of Opioid Antagonist Nasal Spray”.
- An agency incident/accident form must be completed, as directed by agency policy.

Additional Documents and References

OCFS-5090-Appendix K: Administration of Opioid Antagonist Nasal Spray

NYSDOH Opioid Overdose Prevention Initiative: Community Naloxone Usage Form

NYCRR 80.138 Opioid Overdose Prevention Programs

NYCRR 64.7e Opioid Related Overdose Treatment

NYS Public Health Law 3309 Opioid Overdose Prevention



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[CEO Incident/Accident Reporting](#)

[CEO Incident Observation Form](#)