

**GENERAL DISTRIBUTION**

**WEST VIRGINIA  
DIVISION OF CORRECTIONS  
& REHABILITATION**

**NUMBER: 410.17**

**EFFECTIVE DATE: 06 May 2025**

**SUBJECT: NARCAN ADMINISTRATION**

# **POLICY DIRECTIVE**

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**PURPOSE:**

To enable appropriately trained staff to have access to and administer lifesaving Narcan, in an effort to prevent opioid overdose resulting in death.

**REFERENCE:**

WV Code §16-46-1 et al.

**RESPONSIBILITY:**

Superintendents, and work unit supervisors or directors as appropriate, are responsible for enacting facility or work unit specific Operational Procedures to ensure compliance with this Policy Directive.

**CANCELLATION:**

Any previous written instruction on the subject including DCR Policy Directive 410.17, dated 21 May 2024 and DCR Commissioner's Instruction #DCR25-01, dated 07 March 2025.

**APPLICABILITY:**

All facilities and work units within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution.

**DEFINITIONS:**

**Narcan:** A life-saving medication that can reverse an overdose from opioids, including heroin, fentanyl, and prescription opioid medications, when given in time. Narcan is the trade name for Naloxone.

**POLICY:**

- I. The Medical Director of Correctional Healthcare is responsible for maintaining guidelines and facilitating the Division of Corrections and Rehabilitation's (DCR) Narcan Program.
- II. Only appropriately trained staff will administer Narcan. Training will be coordinated by the Bureau of Training and Staff Development (BTSD) using the appropriate WV Bureau for Public Health, Office of Emergency Medical Services (OEMS) sanctioned program. (Empty and/or expired Narcan containers may be provided to the BTSD to be utilized for training purposes).
- III. Superintendents, and work unit supervisors and directors as appropriate, may authorize appropriately trained staff to carry Narcan while on duty with an emphasis on staff assigned to locations where Narcan may not be readily available (e.g., transportation, outside inmate work crews, work in the community, etc.).
- IV. Each adult inmate being released shall be verbally offered a box containing two (2) doses of Narcan as he/she is being released. If the inmate chooses not to accept the offer, that shall be noted on the Release Checklist as required by Policy Directive 457.02.
- V. Each superintendent, and work unit supervisor or director as appropriate, will designate an appropriate staff member as a Narcan Control Officer. All deployments of Narcan will be reported to the Narcan Control Officer with details of who deployed the Narcan, who the recipient was, the date and time of deployment and the doses deployed. The Narcan Control Officer is also responsible for the following.
  - A. Ensuring an adequate number of staff are trained in the administration of Narcan.
  - B. Ensuring an adequate supply of unexpired Narcan is on-hand and coordinating with the Medical Director of Correctional Healthcare/designee when additional supply is needed.
  - C. Ensuring unexpired Narcan is available in the designated locations and with the designated staff.
  - D. Completing the Monthly Narcan Log (**Attachment #1**) and submitting by the fifth (5<sup>th</sup>) of the following month to the Medical Director of Correctional Healthcare or designee. The log is only maintained on Narcan Nasal Spray. This log provides a perpetual inventory by adding items received and subtracting items used or issued. (Injectable Narcan maintained by the medical department is not reported on this log.)
- VI. In the event an adult inmate or juvenile resident receives one (1) dose of Narcan and responds appropriately, he or she can be monitored in the medical unit. In the event more than one (1) dose is administered, the inmate or resident should be transported to an outside emergency room/facility.

- A. For facilities with less than 24-hour medical coverage, during times healthcare staff are not on site, an inmate or resident receiving Narcan regardless of the dosage should be transported to an outside emergency room/facility.
- B. For other situations or locations where there are not medical staff on site (e.g., Youth Reporting Centers, parole offices, etc.) and Narcan is administered regardless of the dosage, emergency medical services should be contacted.

ATTACHMENT(S):

#1 Narcan Log

APPROVED SIGNATURE: William K. Marshall III May 6<sup>th</sup>, 2025  
William K. Marshall III, Commissioner Date

WV DIVISION OF CORRECTIONS AND REHABILITATION  
NARCAN LOG

FACILITY OR WORK UNIT:						
MONTH/YEAR:						
NARCAN CONTROL OFFICER: (print & sign)						
TOTAL ON HAND AT BEGINNING OF MONTH:			TOTAL ON HAND AT END OF MONTH:			
DATE	# OF DOSES RECEIVED	# OF DOSES DEPLOYED	# OF DOSES TO INMATES ON RELEASE (MAX. 2 PER INMATE)	LOT NUMBER	EXPIRATION DATE	# ON HAND (INCREASES BY NUMBER REC'D OR DECREASES BY DEPLOYMENT OR ISSUANCE TO INMATE)