

# Regulation

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SUPPORT OPERATIONS

5102.1

## NYSDOH REGISTERED OPIOID OVERDOSE PREVENTION PROGRAM

### I. Program Director

- A. The Program Director of the District's Registered Opioid Overdose Prevention Program ("the Program") is:  
Jennifer Misiaszek, Jr/Sr High School Nurse  
315-841-3821
- B. The Program Director is responsible for executing the duties outlined in [Putting the Pieces Together: A Guide for New York State's Registered Opioid Overdose Prevention Programs](#), and any subsequent amendments. These responsibilities include but are not limited to:
1. Acting as primary contact for the New York State Department of Health (NYSDOH);
  2. Creating active accounts in the Opioid Overdose Prevention Program System.
  3. Guaranteeing that procedures are in place to inform the NYSDOH of any relevant staffing changes;
  4. Verifying that an appropriately licensed Clinical Director oversees the clinical aspects of the Opioid Overdose Prevention Program;
  5. Confirming that the Board has approved Policies in place and advise the Superintendent or their designee if changes to Board policies or procedures are required;
  6. Working with other school medical professionals such as nurses and the Medical Director to assist in the implementation of this Policy and any supporting regulations or procedures;
  7. Ensuring that staff receive required the training on the administration of an opioid antagonist within the required time frames and test scores;
  8. Ordering opioid overdose prevention supplies from NYSDOH;
  9. Establishing and maintaining a recordkeeping system for the number of overdose responders trained, the opioid antagonist inventory, and for opioid antagonist administrations according to NYSDOH requirements, including quarterly reporting requirements with NYSDOH;
  10. Reporting on time and as required to the NYSDOH through NYSOOPPS; and
  11. Acting as a liaison with emergency medical services (EMS) and emergency dispatch agencies.

### II. Clinical Director

- A. The Clinical Director of the District's Registered Opioid Overdose Prevention Program ("the Program") is:  
Dr. Chris Alinea, OHM BOCES Medical Director  
315-798-1500

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- B. The Clinical Director is responsible for:
1. Understanding their role and responsibilities as part of the District Opioid Overdose Prevention Program by regularly reviewing the information provided at the NYS Center for School Health's Opioid Overdose Prevention and Medical Director's page.
  2. Providing clinical oversight and prescribing an opioid antagonist;
  3. Developing, adapting, and implementing an overdose prevention training curriculum in collaboration with the Program Director;
  4. Working with the Program Director to ensure that all overdose responders are trained;
  5. Reviewing opioid antagonist administration reports;
  6. Possessing a valid account on the NYSOOPPS and creating additional accounts as needed;
  7. Electronically signing the "ship to" form on the NYSOOPPS, if orders for opioid antagonist nasal spray will be placed through the NYSDOH; and
  8. Reviewing storage and inventory controls of the District for opioid antagonists.

### III. Trained Opioid Responders (TORs)

Training for staff who volunteer to function as Trained Opioid Responders (TORs) will be provided by an Approved Overdose Trainer (AOT) under the direction of the Program Director once each school year. The Program Director shall inform all staff of the opportunity to receive training and certification at least thirty (30) days prior to the scheduled training.

### IV. Inventory and Maintenance of Opioid Antagonists

- A. School nurse and communal access: Each school registered nurse shall be provided with a opioid antagonist rescue kit equipped for the intra-nasal administration of opioid antagonist. In addition, the District provides communal access to opioid antagonist rescue kits for the intra-nasal administration of opioid antagonist in locations consistent with the District emergency response plan.
- B. Any distribution of opioid antagonist as part of the Program shall include an informational card or sheet with information on how to recognize symptoms of an overdose; steps to take prior to and after opioid antagonist is administered, including calling first responders (call 911); the number for the toll-free Office of OASAS HOPEline (1-877-846-7369); and how to access the OASAS website, <http://www.oasas.ny.gov>.
- C. Whenever a TOR or a school registered nurse administers opioid antagonist in response to an apparent overdose situation, that administration must be promptly reported to the Program Director, who will inform the Clinical Director.

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- D. The District is responsible for accounting for the presence of opioid antagonist not less than weekly.
  - 1. The District designates the school nurse to be responsible for the placement, tracking, review of expiration dates, and record keeping related to the inventory of opioid antagonists and related supplies. All inventory records shall be maintained according to relevant District policies and procedures and align with NYSDOH requirements. Inventory, storage, receipt and distribution records shall be maintained for five (5) years from the administration date.
  
- V. Documentation and Notifications
  - A. A staff member or nurse who administers an opioid antagonist shall report the administration pursuant to the Program requirements. The documentation must include all required information pursuant to NYSDOH and signed by the person completing the documentation.
  
  - B. All administrations of opioid antagonists shall be reported to the Program Director, who shall promptly report to the Clinical Director and to the NYSDOH. The reporting form available from the NYSDOH shall be used.
  
  - C. As soon as possible after administration of opioid antagonist and the completion of rescue steps, regular District procedures should be completed for notifying the parent or guardian of a student, or the emergency contact person for a staff member, of the administration of opioid antagonists, and the plan implemented for transport to an emergency room.

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Waterville Central School District

Approved by the Superintendent: 11/08/16, 12/10/24, 11/04/25