



**NEW MEXICO JUDICIAL BRANCH**

**GENERAL PERSONNEL POLICY AND PROCEDURE: Naloxone Administration,  
Training and Distribution**

**Policy No. 2024.NMJB.157**

Dev.: 09/2022

Inquiries: AOC Security 505/819-7296, aochrd-grp@nmcourts.gov

**NALOXONE ADMINISTRATION, TRAINING, AND DISTRIBUTION**

**1. PURPOSE**

The purpose of this policy is to establish guidelines for training staff to administer naloxone hydrochloride in the formulation of Narcan Nasal Spray (NNS) during a suspected overdose and to ensure the proper distribution of naloxone.

**2. REFERENCES**

NCSC National Judicial Opioid Task Force  
NMSA 24-23-1  
The Lieving Group, LLC

**3. POLICY**

It shall be the policy of the New Mexico Judicial Branch to make naloxone available to trained staff to administer during a suspected opioid overdose in the office and court settings, to train appropriate staff to become overdose prevention educators. Appropriate staff includes, but is not limited to Judges, Judicial Specialists, Trial Court Administrative Assistance, Probation Officers, Bailiffs, and others as approved by the Chief Judge, or Administrative Authority.

**4. TRAINING**

Designated employees will be trained by an overdose prevention educator in the administration of naloxone once every three years. Employees trained to be overdose prevention educators will be re-trained by New Mexico Human Services Department-Office of Substance Abuse Prevention (NMHSD-OSAP), The Lieving Group, LLC., or the AOC, once every two years.

Training to respond to an overdose will necessarily include, release of liability under state statute, an overview of NNS, its mechanism of action, NNS ordering, storage, and expiration instructions, recognizing the signs of an overdose, accessing 911, Covid-19 precautions, and administering NNS. The training curriculum to become an overdose educator will necessarily include the aforementioned information for the administration of NNS, and, an overview of overdose death epidemiology, state statutes governing the storage and distribution of NNS, opioids and their mechanism of action, harm reduction, overdose prevention, recognition, and response, and overdose response scenario-based learning. All trainings will be approved by New Mexico Human Services Department-Office of Substance Abuse Prevention (NMHSD-OSAP), or The Lieving Group, LLC.



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Staff who complete either training will be given a certificate of completion signed by the individual who conducted the training and it will be placed in the employee's personnel file. The Human Resources Division for each location will track the training and recertification.

**5. PROCEDURE**

All trained employees will be issued NNS for administration while performing official duties, and during off-duty hours as a community overdose lay-responder. Each trained employee will receive at least one, two-dose box of 4 mg NNS, and one rescue breathing face shield. Court employees will document the incidents of administering NNS by completing a Security Incident Report and submit to AOC Court Security within 24 hours.

Arthur W. Pepin, Director  
Administrative Office of the Courts

4-9-2024

Date



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## **NALOXONE DESIGNEE AUTHORIZATION FORM**

I request that the individual(s) named below have designated authority to administer Naloxone in my capacity as Chief Executive Officer. This authorization is effective until revoked by me in writing.

\_\_\_\_\_  
(Print or Type Name) (Title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Authorized Designee(s)

1.

\_\_\_\_\_  
(Print or Type Designee Name)

\_\_\_\_\_  
(Designee Signature)

2.

\_\_\_\_\_  
(Print or Type Designee Name)

\_\_\_\_\_  
(Designee Signature)

3.

\_\_\_\_\_  
(Print or Type Designee Name)

\_\_\_\_\_  
(Designee Signature)