**Intranasal (nasal spray) Naloxone Kit Assembly**

Before being given to clients, each blue bag should have 2 doses of naloxone (also known as Narcan) and instructions inside. The blue bags come with gloves, face mask, and alcohol pads already inside them. The alcohol pads are for the intramuscular (injected) version of naloxone and are not needed for these intranasal kits. They can be removed from the blue bags or left in, as you choose. Although the gloves are not needed for these intranasal kits, NY State regulations still require they be included.

**Intranasal naloxone Instructions**

When making copies of the instructions, print the English on one side of a page and then print the Spanish on the other side. This way, each person will get instructions in both English and Spanish. After making the copies, each page can be cut in half to make two sets of instructions. There are small lines in the center of the page to help you cut it in half (with a scissor or a paper cutter). After cutting the page in half, the instructions are a good size to fold around the blue SKOOP brochure (the one that goes in both the nasal spray and needle version of the kits). After folding the intranasal instruction around the SKOOP brochure, fold them both in half again and put them into the blue bag. It is important to keep the intranasal instructions on the outside of the blue brochure when you fold everything up so that they are the first thing seen when the instructions come out of the bag. It could be confusing if someone saw the blue brochure first, because it has only the instructions for the needle version. The blue brochure is part of this kit because it has important general information about overdose.

It works best to print all copies directly from the attached files instead of printing one copy and then photocopying it many times. The reason for this is that when one side is photocopied over and over, and then these pages are turned over for photocopying the other language, the two sides usually don’t line up correctly. So, when the page is cut in half, part of the instructions get cut off on one side.

**For example:** If you need a total of 50 sets of instructions:

a. Print 25 copies of the English version directly from the attached file (remember, there are two sets on each page).

b. Put these 25 copies back in the printer where the blank paper goes. (You now want to print the Spanish copy on the blank side of the English copy. Since every printer is different, it is a good idea to print a test copy first so that you know how to put the paper in – with the printed side up or down. For most machines the printed side should be up).

c. Print 25 copies of the Spanish version directly from the attached file. Nothing is photocopied.

d. Once both sides are printed, cut the pages in half and you will have 50 copies of instructions, each with English on one side and Spanish on the other. Use the guide lines to help with the cutting.
Assembling the nasal spray device (partly)

Each dose of naloxone comes in a tan/orange box that contains a syringe with yellow caps on each end, and a capsule of naloxone with a red cap. Each syringe should be screwed onto a white cone, called a Mucosal Atomization Device (MAD), which turns the liquid naloxone into a spray. With these two pieces screwed together, anyone using the kit does not have to lose time putting them together during an emergency.

Here’s how to do it:

1. Open the tan/orange box at the end that does not have the expiration date. This way the date can easily be seen. The expiration date is also printed on the naloxone capsule, but it’s hard to read. An easy way to open the undated end of the box is to squeeze the wide sides together so that the sealed end distorts its shape and the flaps are easily grasped to pull apart.

2. Remove the syringe from the box, leaving the naloxone capsule with the red/purple cap inside.

3. Remove the large yellow cap from the tip of the syringe

4. Tear open the plastic wrapping of the MAD without removing it from the bag or touching it. (Look closely at the bag to find where to tear it along the dotted line on one of its long sides.)

5. Hold the MAD through its bag to keep it untouched while screwing the syringe onto it. Grip the clear plastic ‘wings’ on the MAD through the bag; that will make it easier to hold while screwing. (We are trying not to touch the MAD, because when the kit is used, it will be put into the nose of the person being rescued. Another way of keeping the MAD clean is to wear latex gloves while handling it.)

6. After screwing the MAD onto the syringe, put them into the tan/orange box. The end with the MAD should be put into the box first. This way, the wide part of the syringe keeps the naloxone capsule from falling out, and the MAD squeezed into the box keeps the syringe from sliding out.

7. Put 2 doses into each blue bag, along with one set of instructions.
Inserta el cono blanco dentro de la ventana de la nariz, dale un mpuje corto y vigoroso al final de la capsula para rociar el noloxone dentro de la nariz: rocea la mitad de la capsula dentro de cada ventana de la nariz.

Empuja

Si no reacciona dentro de 2-5 minutos administra una segunda dosis.

Delicadamente enrosca la capsula de noloxone en el barril de la jeringuilla.

Hala o saca las tapas color amarilla.

Hala o saca la tapa color roja.
1. Pry off yellow cap
2. Pry off red cap
3. Gently screw capsule of naloxone into barrel of syringe
4. Insert white cone into nostril; give a short, vigorous push on end of capsule to spray one half of the capsule into each nostril
5. If no reaction in 2-5 minutes, give the second dose

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