



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

Changing Lives,
Creating Futures

Monty Sullivan
System President

Officers:

Willie L. Mount
Chair

Alterman L. "Chip" Jackson
First Vice Chair

Vacant
Second Vice Chair

Members:

- Ellis Bourque, III
Tari T. Bradford
Cynthia Butler-McIntyre
Joseph Hollins
Patrick T. Johnson
Jennifer Lee
Erika McConduit
Michael J. Murphy
Paul Price, Jr.
Stanton W. Salathe
Stephen C. Smith
Stephen Toups
Matthew Wood

Student Members:

David Payne
Jamie Zeringue

Louisiana
Community
& Technical
College System

265 South Foster Drive
Baton Rouge, LA 70806

Phone: 225-922-2800
Fax: 225-922-1185

www.lctcs.edu

TO: Dr. Monty Sullivan
LCTCS President

THROUGH: Dr. Chandler LeBoeuf
Governmental and Public Affairs Officer

FROM: Dr. Amber Blair
Executive Director of Student Compliance, Equity, and Governance

DATE: November 9, 2023

SUBJECT: Review and Advisement: New LCTCS Policy #2.022 -
Opioid Education, Training and Reporting Policy

Received
APPROVED
12/13/23
LCTCS BOARD OF SUPERVISORS

FOR BOARD REVIEW AND ADVISEMENT

Recommendation: Staff recommends that the Board accept for Review and
Advisement new LCTCS Policy #2.022 - Opioid Education, Training and Reporting
Policy.

Background: The System has not previously had an opioid education, training, and
reporting policy. The BOR established a uniform policy which requires the System to
develop and implement its own policy on incident reporting, quarterly reporting, and
education.

Fiscal Impact: N/A

History of Prior Actions: The CSAO-CAO group approved the draft policy on
10/26/2023. PACC approved the new policy on 11/6/2023.

Benefits to the System: The new policy ensures compliance with the requirements of
Louisiana Board of Regents Policy on Opioid Education, Training, and Reporting.

Monty Sullivan signature

Approved for Distribution to the Board
Dr. Monty Sullivan, President

Date

12/13/23

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # 2.022

Title: OPIOID EDUCATION, TRAINING, AND REPORTING POLICY

Authority: Board Action

Original Adoption: TBD

Effective Date: TBD

Last Revision:

1. POLICY

The Louisiana Community and Technical College System (LCTCS) Office is fully committed to ensuring compliance with the requirements of La. Rev. Stat. §§ 14:403.9-403.11, La. Rev. Stat. §§ 40:978.1-978.2.1, the Louisiana Board of Regents (“BOR”) Policy on Opioid Education, Training, and Reporting. LCTCS hereby adopts this Opioid Education, Training, and Reporting Policy (“Policy”) to attempt to prevent or lessen opioid use across the System of member colleges and to make accessible an opioid antagonist for emergency administration by trained persons to assist in preventing overdose deaths at our member colleges. Each LCTCS member college shall adopt this policy.

2. PURPOSE

The purpose of this policy is to outline the LCTCS Office's standards and procedures for purposes of opioid education, training, and reporting.

3. APPLICABILITY

This policy applies to students and applicants at all LCTCS member colleges.

4. POLICY REQUIREMENTS

A. All member colleges will take reasonable measures to address opioid use, including an educational awareness campaign, including but not limited to e-mail, social media posts, posters and substance misuse and abuse prevention education as well as open campus overdose response training, to engage students. Where applicable, students enrolled in health, social science or behavioral science professions programs (e.g., nursing, allied health) and student organizations (e.g., student government) should be engaged to promote awareness and education with the goal of stigmatizing the misuse and abuse of opioids and preventing overdose deaths, while encouraging help-seeking behaviors in those who may be misusing or abusing.

B. All member colleges will provide annual training of designated individuals to administer the opioid antagonist Naloxone in the event of a suspected opioid overdose. The training will cover, at a minimum, all of the following: (1) how to recognize an opioid overdose, (2) proper procedures for the storage and administration of Naloxone, and (3) directives to alert emergency medical services whenever an overdose is suspected, whether or not a decision is made to

administer Naloxone. Where applicable, all member colleges will provide annual training in the administration of Naloxone by: (a) campus law enforcement; (c) health, wellness, and counseling center staff; (d) health, wellness, and counseling center interns; (e) athletic training staff; and (f) collegiate recovery program staff.

C. All member colleges will make the opioid antagonist Naloxone available for rapid administration in the event of a suspected overdose, consistent with the Standing Order for the Distribution of Dispensing of Naloxone or Other Opioid Antagonists. The Naloxone will be stored in reasonably accessible and designated places in the following campus locations, where applicable: (1) campus law enforcement and safety departments; (3) health, wellness, and counseling centers; (4) student unions and centers; (5) recreation centers; (6) athletic training facilities; (8) health sciences centers; and (10) collegiate recovery program facilities.

D. The LCTCS Board Office will adhere to two reporting requirements (**see LAHEC INCIDENT REPORT FORM¹ and LCTCS QUARTERLY REPORT FORM²**):

(1) LCTCS will submit to the BOR a report within 72 hours following an administration of Naloxone by any person designated in this policy, or any other administration of which LCTCS is aware of on college property or suspects was made using an opioid antagonist treatment kit stored on college property; and

(2) LCTCS will submit a quarterly report, within 7 days of the end of each calendar quarter, on (a) the number of Naloxone administrations in the calendar quarter and (b) the number of Naloxone treatment kits available on the member college's property at the beginning of the calendar quarter and at the end of the calendar quarter, and the number of kits replaced during the quarter. All Naloxone administration reports will include the following information: (i) the date of the incident; (ii) the location of the incident; (iii) the access point of the Naloxone kit; (iv) the employment category of the person administering the Naloxone (e.g., staff, campus law enforcement, athletic staff, etc.); (v) the race and gender of the person who was administered Naloxone; and (vi) all resulting follow-up actions. If a member college does not have any Naloxone administrations in a quarter, LCTCS is still required to submit to the BOR a quarterly report reflecting zero administrations and the other requested data.

To adhere to these prescribed reporting requirements, each member college will adhere to the following reporting schedule:

(1) Each member college will submit to LCTCS a report within 24 hours following an administration of Naloxone by any person designated in this policy, or any other administration of which the member college is aware of on college property or suspects was made using an opioid antagonist treatment kit stored on college property; and

¹ Appendix A

² Appendix B

(2) Each member college will submit a quarterly report, within 3 days of the end of each calendar quarter (**specifically by April 3, July 3, October 3, and January 3 for Q1-Q4, respectively**), on (a) the number of Naloxone administrations in the calendar quarter and (b) the number of Naloxone treatment kits available on the member college's property at the beginning of the calendar quarter and at the end of the calendar quarter, and the number of kits replaced during the quarter. All Naloxone administration reports will include the following information: (i) the date of the incident; (ii) the location of the incident; (iii) the access point of the Naloxone kit; (iv) the employment category of the person administering the Naloxone (e.g., staff, campus law enforcement, athletic staff, etc.); (v) the race and gender of the person who was administered Naloxone; and (vi) all resulting follow-up actions. If a member college does not have any Naloxone administrations in a quarter, the college is still required to submit to LCTCS a quarterly report reflecting zero administrations and the other requested data.

(3) Reports to the LCTCS Board Office should be emailed to Dr. Amber Blair, amberblair1@lctcs.edu.

E. LCTCS member colleges will implement policies and procedures consistent with this policy and will take prompt, appropriate actions to ensure compliance with its requirements.



INCIDENT REPORT

Directions: This incident report must be submitted by a member college to the LCTCS Board Office within 24 hours following an administration of Naloxone by any person designated in the LCTCS Opioid Education, Training and Reporting Policy, or any other administration of which LCTCS is aware of on college property or suspects was made using an opioid antagonist treatment kit stored on college property. LCTCS will submit all incident reports to the BOR within 72 hours following an administration of Naloxone by any person designated in the Board of Regents Opioid Education, Training and Reporting Policy, or any other administration of which LCTCS is aware of on college property or suspects was made using an opioid antagonist treatment kit stored on college property.

NAME OF INSTITUTION	ADDRESS (STREET, CITY, STATE, ZIP CODE)
CONTACT PERSON COMPLETING FORM (PRINT)	TITLE
TELEPHONE (Include Area Code)	CONTACT EMAIL
DATE OF INCIDENT (mm/dd/year)	DATE OF INCIDENT (mm/dd/year)

PLEASE PROVIDE THE FOLLOWING INFORMATION

1. LOCATION OF INCIDENT

2. EMPLOYMENT CATEGORY OF PERSON ADMINISTERING THE NALOXONE: **(Check one only)**

- Residential Staff
- Campus Law Enforcement
- Academic/Faculty Member
- Registered Nurse
- Trained Personnel
- Student
- Other (please specify)

3. DESCRIPTION OF PERSON RECEIVING THE NALOXONE

a. Race

- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic or Latino
- Native Hawaiian or Other Pacific Islander
- White

Appendix A



b. Gender

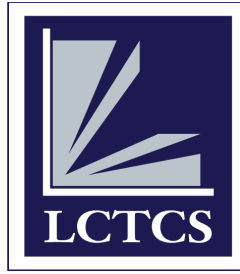
Male

Female

Other (specify) _____

4. PROVIDE A DESCRIPTIVE ACCOUNT OF ALL RESULTING FOLLOW-UP ACTIONS

Appendix B



**QUARTERLY
REPORT FORM**

Directions: This report must be submitted by a member college to the LCTCS Board Office at the end of each quarter (April 3, July 3, October 3, and January 3 for Q1-Q4 respectively). If a member college does not have any Naloxone administrations in a quarter, the college is still required to submit a quarterly report reflecting zero administrations and the other requested data.

COLLEGE NAME	NAME OF PERSON SUBMITTING REPORT
DATE OF REPORT AND QUARTER REPORTING (Q1, Q2, Q3, OR Q4)	EMAIL ADDRESS OF PERSON SUBMITTING REPORT
NUMBER OF NALOXONE ADMINISTRATIONS IN THE QUARTER	NUMBER OF NALOXONE TREATMENT KITS AVAILABLE AT THE COLLEGE AT BEGINNING OF THE QUARTER
NUMBER OF NALOXONE TREATMENT KITS AVAILABLE AT THE COLLEGE AT END OF THE QUARTER	NUMBER OF NALOXONE KITS REPLACED DURING THE QUARTER

SUBMIT QUARTERLY REPORTS TO DR. AMBER BLAIR
AMBERBLAIR1@LCTCS.EDU

**ATTACH ALL NALOXONE INCIDENT REPORTS FOR THE QUARTER
EVEN IF PREVIOUSLY SUBMITTED INDIVIDUALLY**

Signature: W. Chandler LeBoeuf
W. Chandler LeBoeuf (Dec 6, 2023 11:29 CST)

Email: chandlerleboeuf@lctcs.edu

Signature: Amber A. Blair
Amber A. Blair (Dec 6, 2023 11:30 CST)

Email: amberblair1@lctcs.edu











Revisions to LCTCS Policy 2.022 - Opioid Education, Training and Reporting Policy


Final Audit Report

2023-12-06


Created:	2023-12-06
By:	Ericka Poole (erickapoole@lctcs.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAT_65UfC7Y2kPSfd8JUFw_yTtkUNHHc7E

"Revisions to LCTCS Policy 2.022 - Opioid Education, Training and Reporting Policy" History


-  Document created by Ericka Poole (erickapoole@lctcs.edu)
2023-12-06 - 5:09:10 PM GMT
-  Document emailed to chandlerleboeuf@lctcs.edu for signature
2023-12-06 - 5:09:46 PM GMT
-  Email viewed by chandlerleboeuf@lctcs.edu
2023-12-06 - 5:28:47 PM GMT
-  Signer chandlerleboeuf@lctcs.edu entered name at signing as W. Chandler LeBoeuf
2023-12-06 - 5:29:07 PM GMT
-  Document e-signed by W. Chandler LeBoeuf (chandlerleboeuf@lctcs.edu)
Signature Date: 2023-12-06 - 5:29:09 PM GMT - Time Source: server
-  Document emailed to amberblair1@lctcs.edu for signature
2023-12-06 - 5:29:11 PM GMT
-  Email viewed by amberblair1@lctcs.edu
2023-12-06 - 5:30:04 PM GMT
-  Signer amberblair1@lctcs.edu entered name at signing as Amber A. Blair
2023-12-06 - 5:30:34 PM GMT
-  Document e-signed by Amber A. Blair (amberblair1@lctcs.edu)
Signature Date: 2023-12-06 - 5:30:36 PM GMT - Time Source: server
-  Document emailed to Katie Waldrop (katiewaldrop@lctcs.edu) for signature
2023-12-06 - 5:30:37 PM GMT

 Email viewed by Katie Waldrop (katiewaldrop@lctcs.edu)

2023-12-06 - 5:33:54 PM GMT

 Document e-signed by Katie Waldrop (katiewaldrop@lctcs.edu)

Signature Date: 2023-12-06 - 5:34:28 PM GMT - Time Source: server

 Agreement completed.

2023-12-06 - 5:34:28 PM GMT