

Village Pharmacy and Rocky Point Pavilion Pharmacy SSP Policies and Procedures

Syringe exchange programs operating in North Carolina are required to provide the following:

- (1) Disposal of used needles and hypodermic syringes
- (2) Needles, hypodermic syringes, and other injection supplies at no cost and in quantities sufficient to ensure that needles, hypodermic syringes, and other injection supplies are not shared or reused
- (3) Reasonable and adequate security of program sites, equipment, and personnel. (Written plans for security shall be provided to the police and sheriff's offices with jurisdiction in the program location and shall be updated annually)
- (4) Educational materials on all of the following: Overdose prevention; the prevention of HIV, AIDS, and viral hepatitis transmission; drug abuse prevention; treatment for mental illness, including treatment referrals; treatment for substance abuse, including referrals for medication assisted treatment
- (5) Access to naloxone kits or referrals to programs that provide access to naloxone
- (6) For each individual requesting services, personal consultations from a program employee or volunteer concerning mental health or addiction treatment as appropriate

Programs should also provide written verification to all participants that they have received syringes and other injection supplies from the exchange. This can be in the form of a letter or laminated card

Each syringe exchange program must provide an annual report to the North Carolina Division of Public Health containing the following information:

- (1) The number of individuals served by the program.
- (2) The number of needles, hypodermic syringes, and needle injection supplies dispensed by the program and returned to the program.

(3) The number of naloxone kits distributed by the program.

(4) The number and type of treatment referrals provided to individuals served by the program, including a separate report of the number of individuals referred to programs that provide access to naloxone.

Staff conducting exchange operations should never handle or touch used injection equipment. All returned syringes must be in a sharps container. The sharps containers will be collected by Coastal Horizons staff or disposed of by Stericycle.

Obtaining and Recording Participant Information

Each individual who meets program eligibility criteria and is enrolled in the SSP should be issued an identification card and assigned a unique ID code. At an individual's first visit to the syringe exchange, trained program staff should request and record the information/characteristics that are needed for the creation of the unique identifier along with other pertinent information needed to complete a program participant registration form. The registration form will be designed by Coastal Horizons' SSP for the purpose of gathering all the information necessary to complete monthly and quarterly reports and to provide well- informed referrals. The participant's personal information will remain confidential.

A program participant is defined as a person who has met the program's eligibility criteria and has been issued an identification card with a unique program identification code.

Syringe Exchange Protocol

- The goal of syringe exchange programs is to furnish new, sterile syringes to enrolled participants to enable an individual's use of a new sterile syringe for every injection.
- The number of syringes that may be furnished at initial and subsequent syringe exchange transactions must conform to the approved number of syringes outlined in Coastal Horizons' program.
- The number of needles/syringes to be given to program participants at the initial registration encounter is ten (10).

Initial Encounter

The staff member must welcome the participant and give a brief introduction and overview of harm reduction and perform the following elements:

- Emphasize the importance of returning needles and syringes used by the client.
- The client must complete initial or repeat paperwork with staff member and receive participation card.
- Staff member may inform participant about additional screening opportunities that are available at Coastal Horizons.
- The staff member should also inform the participants of additional services and referrals provided by the SSP.
- The new enrollee may be provided with ten syringes at the initial registration encounter.
- Each participant is offered harm reduction supplies including: cotton balls, alcohol pads, cooker, sterile water, tourniquet, band-aids, condoms, Neosporin, individualized or one (1) quart sharps container when available, naloxone, other supplies as available, and educational materials.
- New enrollees are instructed to return all used syringes at the next visit to the program.
- Instructions for safe disposal of syringes should be provided to all participants especially those who indicate they may not be able to return syringes because of special circumstances (such as increased scrutiny by law enforcement, homelessness, and/or residence has small children, etc.)
- Enrollees should be educated about improper disposal of syringes and encouraged to discontinue those practices. Inappropriate syringe disposal may include: disposal on the street or other public venues where the participant used the syringe; disposal of individual or many used syringes in household or other trash without a sealed and labeled puncture resistant container; in the toilet.

Recording Referrals

Referrals given to needle exchange participants must be recorded by the program, including the date of the referral and the type of service to which the referral is made.

Collection of Syringes

Collection of used needles and syringes should be done in puncture proof or safety boxes.

- Participants will be asked to disclose the number of syringes returned which the staff will record.
- Participants will be asked to place all loose and uncontained sharps in a sharps container to minimize risk of needle stick injuries.
- Staff must NEVER touch or handle used needles or other injecting equipment returned.
- During each visit, staff members will remind all clients of the importance of placing all used syringes in a puncture proof container.

Procurement and Management of Supplies

The Pharmacist/Owner of the pharmacy will be responsible for management of the required supplies, including inventory, security and ensuring proper ordering of supplies for the syringe services program.