**Sample**

**Opioid Overdose Prevention Naloxone Inventory Log**

**Directions:**   
This log should be kept with the opioid overdose antagonist (naloxone) stored in the school health office.   
Record the information indicated below when new naloxone is received, administered or expired naloxone is disposed.

Retain this log for 5 years per [NYSED ED-1 Retention Schedule 4[329]](http://www.archives.nysed.gov/records/retention_ed-1)  Inventory, storage, receipt and distribution records for vaccines and controlled substances (or other drugs or medication) administered to students and/or employees.

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| --- | --- | --- | --- | --- | --- | --- |
| **Date Placed** | **Location**  **Placed** | **Lot #** | **Expiration**  **Date** | **Unit Used or Disposed on**  **Time Date** | | **Signature** |
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This sample resource is located on the NYS Center for School Health website at [www.schoolhealthny.com](http://www.schoolhealthny.com) 2/2019