



NH Department of Safety  
Division of Fire Standards and Training & Emergency Medical Services  
Bureau of EMS

**NH Law Enforcement - Narcan Administration  
Unit & Provider Licensure Requirements and Instructions**

**Overview:**

The State of New Hampshire, as well as the nation, is experiencing an unprecedented increase in overdose patients from a class of substances known as opioids. The substances in this class are better known as morphine, heroine, fentanyl, Percocet, etc. As a result, a new level of EMS provider has been created in New Hampshire to increase the availability of Narcan (which is a medication that when administered can reverse the effects of opioids). Narcan can be administered to patients by trained NH Law Enforcement Officers (LEOs) who must become licensed by the NH Bureau of EMS.

The following outline will assist Law Enforcement Agencies through the process of licensing with the NH Department of Safety, Division of Fire Standards and Training & Emergency Medical Services, Bureau of EMS (NHBEMS). The NHBEMS is the licensing agency and is available to assist and answer questions for any providers or organizations needing assistance in navigating the process of becoming licensed. Please do not hesitate to contact us for any guidance you need. (Main # 603-223-4200)

**Licensing required with NHBEMS:**

**Individuals and organizations must be licensed to administer medical care and/or medications:**

NH Law (NH RSA 153-A:10) states that; “A person shall not engage in the business or service of providing emergency medical services or the transportation of patients, upon any public way of the state, unless such person holds a license issued by the commissioner for engaging in such a business or service.”

**Every Law Enforcement Officer who is expected to administer Narcan to a patient must be licensed as a “Law Enforcement Provider” (LE Provider) in the State of New Hampshire with the Bureau of EMS prior to implementing the Narcan administration rules / policies within their own Department.**

**In order for an individual Law Enforcement Officer to become licensed as an LE Provider, they must be affiliated with a licensed EMS Unit (Service). There are two ways to accomplish this:**

1. The individual(s), with approval from the law enforcement leadership (Chief), and the currently licensed EMS Unit within their community may license as a member of the existing EMS Unit, **or**
2. The individual’s law enforcement agency may become licensed with NHBEMS as a stand-alone EMS unit (process outlined on page 2).

**The benefits of each type of affiliation:**

1. If the law enforcement agency decides to license with a currently-existing and already-licensed EMS Unit, AND the community’s EMS Unit supports the officer’s affiliation, the application for provider licensure must be signed by BOTH the head of the EMS Unit and the Chief of the law enforcement department. This action assures that each agency knows that the officer is licensed as an LE Provider, and that they individually have a level of responsibility for continued training (on Narcan administration).



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2. If the law enforcement agency decides to license as a stand-alone EMS Unit, each of the law enforcement officers within their Department can affiliate directly. All responsibilities of reporting and licensure are then placed with the licensed law enforcement department/Unit.

Regardless of the affiliation model selected, a patient care report (in the electronic reporting system called TEMSIS– Trauma and Emergency Medical Service Information System) – must be filled out for each patient that Narcan is administered to by the licensed LE Provider. The documentation can either be completed by the LE Provider **or** appropriate EMS personnel who were also involved in the patient care, as described below:

**Patient care documentation in our electronic reporting system (TEMSIS):**

Depending on the LE Provider’s Unit affiliation, the required patient care documentation can be accomplished in one of two ways:

**1. If the LE Provider is affiliated with the duly licensed EMS unit:**

The LE Provider can request that the Narcan administration be documented by the EMS provider who also responds to the incident. There would then be a single TEMSIS report completed for the incident under the Unit’s supervision.

**2. If the Law Enforcement agency IS a stand-alone EMS unit:**

The LE Provider must be the individual that accesses the TEMSIS program and completes the documentation of the patient care given (i.e. Narcan administration).

Our patients and the general public are due accurate and complete documentation. These entries will become part of the patients’ permanent medical record. In addition, the data is used in research and is important in helping to better understand the health issues occurring locally and/or statewide.

**NOTE: TEMSIS documentation training is available on the Division’s NHOODLE / Learning Academy web site at: <https://nhoodle.nh.gov/ola/course/index.php?categoryid=13> and click on “Documentation”**

**At minimum, the fields to be completed within TEMSIS are:**

1. Assessment findings & observations at the scene,
2. Time of the events & care provided, and
3. Patient’s response to your care and his/her disposition.

**Licensure process:**

Both the EMS Unit and Provider must be licensed to provide medical care. The following instructions will assist in the application process:

**Unit license - Used **ONLY** if the law enforcement agency/personnel is **NOT** affiliating with its local EMS Unit.**

To become licensed as a “Unit” – the law enforcement agency must:

1. Complete and submit the “EMS Unit License Application”
2. Submit the following with the application:
  - o Medical Resource Hospital Agreement



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- Proof of general & professional liability insurance
- Review “Saf-C 5903.03 Unit Licensing Requirements” for details.

**Provider license - \*All law enforcement providers must complete an EMS license application\***

To become licensed as a “Law Enforcement Provider” – the Officer must submit:

1. A completed “NH EMS Provider License Application”;  
Appropriate signatures must be on the original application form:
  - EMS Director/Chief as Head of Unit AND the PD Chief (as described in “Note” below), **or**
  - Signatures of the PD Chief, as the Head of EMS Unit; and
  - Applicant’s signature.

Note: If the Law Enforcement Provider will be affiliating with the local EMS Unit, this application must be signed by both the Police Department Chief and the EMS Unit Director/Chief so as to acknowledge this relationship between the services.

2. Proof of completion for a Healthcare Provider CPR class;
3. Proof of completion of a first aid training program that follows the *OSHA Best Practices Guide: Fundamentals of a workplace First-Aid Program*, and
4. Proof of completion of the Division-developed (online) *Opioid Antagonist (Narcan) Training Program* (2015) and practical skills demonstration (skill sheets must be submitted).
  - The “online” program is entitled “Nasal Narcan Administration” and can be accessed at: <https://nhoodle.nh.gov/ola/course/index.php?categoryid=13> ;
  - The skills verification form to be used (and a copy submitted with application for licensure) can be retrieved at: <https://www.nh.gov/safety/divisions/fstems/ems/forms.html#train> and is listed as “Intranasal Naloxone Administration Skill Sheet”

**Fees: There are no fees associated to either a EMS Unit or LE Provider license, as long as the applicant is affiliating with a non-profit (municipal) agency or is one of its employees.**

**How applications can be obtained:** All application forms (EMS Provider License and EMS Unit License application) referenced herein can be accessed on the Bureau of EMS web site at: <http://www.nh.gov/safety/divisions/fstems/ems/forms.html#licensing>, and may be filled-out electronically; printed, signed and dated, then mailed to the mailing address listed on the document.

**Additional Information:**

In addition to EMS Unit and Provider licensure requirements listed above, it is recommended by the NHBEMS that law enforcement agencies create policies covering the following subjects, prior to allowing the LE Providers access to the Narcan for administration in the field:

- Narcan storage, availability and restocking,
- Outline of the working relationship with responding EMS unit(s) (transporting and/or non-transporting), and
- Outline of the separation between patient care and a criminal activity response.
- It is recommended that the department consults its legal counsel for guidance.

Also, the NH Bureau of EMS recommends that the LE Unit connect to the Medical Resource Hospital (MRH) via the local EMS service in order to acquire Narcan. The EMS Hospital Coordinator at the MRH



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should be the first point of contact before approaching the hospital pharmacy for this medication. For a list of EMS Hospital Coordinators, please visit this page of the web site:

<http://www.nh.gov/safety/divisions/fstems/ems/hospitals.html>

**Criminal background checks for all EMS Provider license applicants:**

As of January 1, 2017, all new and lapsed/reapplying EMS provider license applicants must complete a Criminal Background Check before the processing of the EMS license can be completed. The only **exception to this** requirement was made for “**certified law enforcement officers**” as recognized by NH Police Standards and Training, due to the fact that their background check standards exceed those of the Division of Fire Standards and Training & Emergency Medical Services.

In a letter dated June 16, 2017 from Assistant Director Jeffrey Phillips to Chief Andrew Shagoury, President of the NH Association of Chiefs of Police, “the Division will have the ability to issue a waiver for this requirement”. This has since been **UPDATE: as of July 24, 2018**, the updated Law (**RSA** 153-A:10-a IV) has been implemented and NH certified law enforcement officers are now exempt from the criminal record background check process for EMS licensure - the “**waiver request**” noted above, initially required for each Law Enforcement Officer (LEO) applicant, is **NO LONGER REQUIRED**. Instead, the Chief of the Law Enforcement agency for which the LEO will be carrying/administering Narcan, will need to verify, in writing, that the license applicant(s) is a NH certified Law Enforcement Officer, and holds a position which requires criminal history records check.

Please note that also included in the letter to the Association of Chiefs of Police, was notification of the decision to **not** require EMS Provider licenses for those LEO’s that will be using Narcan for “**force protection**” ONLY (not for “routine” or “regular” patient care). If a situation were to arise where a LEO carrying Narcan came across a patient in need of the medication and decided to administer the drug, they would be practicing without a license. This type of scenario needs to be a consideration and part of the discussion when the Law Enforcement Agency is making the decision **not** to license.

For further information please contact:

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