

STANDARD OPERATING PROCEDURES

OXYGEN ADMINISTRATION

Things to consider in before Oxygen administration

- The amount of oxygen required (liters/minute).
- A sliding scale of parameters indicating when to seek advice and who to contact. The mode of delivery and system required.
- Equipment to be used.

The following equipment are required for oxygen therapy

- Oxygen concentrator.
- Prescription
- Back-up oxygen cylinder(s).
- Flow meter.
- Face or tracheostomy mask.
- Nasal cannula.
- Disposable oxygen tubing.
- Humidification equipment.
- Sterile water.
- Saturation monitor and probes or apnea monitor if recommended.
- Duoderm/mefix or alternative dressing for fixation of nasal cannula.

Safety Guidance: staff and carers should adhere to the following:

- Wash hands before use.
- Close the cylinder valve after use.
- Do not use oxygen near a naked flame or fire.
- DO NOT SMOKE near oxygen.
- Ensure rooms in which oxygen is used, are well ventilated.
- Do not use aerosols near oxygen.
- Use electrical equipment with care near oxygen.
- Do not allow children to play with equipment.
- Do not allow untrained staff or carers to use equipment.
- Keep cylinders free of dust and dirt.
- Do not hang clothing or other items on oxygen equipment.

- Do not use oil or grease on valves or connectors.
- Do not use Liquid paraffin based products on patient due to fire risk.
- Store cylinders preferably inside, upright and away from heat or cold and flammable liquids. Cylinders expire three years from filling date.
- Where practical, store oxygen cylinders near an exit, to facilitate rapid removal in emergency situations. If possible indicate where oxygen is stored.
Always consider whether a cylinder needs to be transported at all. Oxygen administration outside the home, via a portable cylinder may be required to promote mobility and social inclusion.
- No more than two cylinders should be carried at a time.
- Cylinders must be checked for leaks before the journey commences.
- Cylinders should be secured. Free movement may result in damage to the cylinder or present a hazard to the occupants of the vehicle.
- Cylinders should be stored out of direct sunlight.
- DO NOT SMOKE in a car carrying oxygen cylinders.
- Vehicle windows should be partially open to provide ventilation

SIGNATORIES

Name of staff(MO/NO/CO/COI/MIDWIFE/ ETC)

*Name: sign..... Date:
Department in charge*

*Name:..... sign..... Date:
Nursing Officer in charge*

*Name:..... sign..... Date:
Hospital Administrator*

Name:..... sign..... Date: