

Cache County School District
O2 Administration Protocol

Only staff ANNUALLY trained by A CCSD Nurse can provide the following procedure
ALWAYS FOLLOW THE STUDENT'S INDIVIDUALIZED HEALTH CARE PLAN

PROTOCOL
A. Preparation: 1. Identifies student's ability to participate in the procedure, reviews universal precautions, identifies where procedure is done, states oxygen safety procedures
B. Identifies supplies and gathers equipment 1. Oxygen cylinder with key, oxygen regulator, flowmeter, delivery device with oxygen tubing, humidifier, if needed, tank stand
C. Procedure – Operating an oxygen cylinder 1. Washes hands
2. Properly positions student
3. Be sure the flow regulator knob is set at zero
4. Make sure the T-handle is tight
5. Places the cylinder wrench on the cylinder's on/off valve, located at the top of the cylinder. Open the cylinder by turning the key counter clockwise (left) one full turn
6. The content/pressure gauge will register the amount of oxygen in the cylinder (a full cylinder will register approximately 2000 psi)
7. Adjusts the flow regulator knob to the flow ordered by the Health Care Provider on Medication Authorization Form
8. Attaches the tube to the nipple adaptor on the regulator.
9. Fit's cannula to face so that it is comfortable – Position prongs downward
10. When not using the oxygen, remove the cannula. Close the cylinder valve by turning the key clockwise (right) all the way
11. The flow of gas will cease when all the oxygen pressure is released from the regulator. Both gauge indicators will read zero (0)
12. Turn's the flow regulator/control knob off
13. Stores the tank(s) safely
14. Contact parent/school nurse with any concerns
15. Documents procedure in the approved CCSD documentation system