

Cache County School District
Oxygen Administration and Removal Protocol

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

PROTOCOL

A. Preparation:

1. Identifies student's ability to participate in procedure, Reviews Universal Precautions, Identifies possible problems and appropriate actions.
2. **REMINDER:** *Please note that school staff delegated to work under the school nurse's license cannot adjust oxygen flow rates.*

B. Identifies supplies and gathers equipment

1. Oxygen cylinder with key, oxygen regulator, flowmeter, delivery device with oxygen tubing, humidifier, if needed, tank stand, cart or bag.

C. Procedure – Operating oxygen cylinder and administration of oxygen

1. Washes hands
2. Properly position student
3. Secure oxygen cylinders in an approved rack, cart, or bag. Ensure storage areas are well-ventilated; **DO NOT** store in closets or cabinets.
4. Check that the regulator and the T-handle (if applicable) are tight.
5. Be sure the oxygen flow regulator knob is set at zero.
6. Attach the oxygen tubing securely to the nipple adaptor on the regulator. **TIP:** Give the tubing a gentle tug to ensure its securely attached.
7. Use the oxygen wrench (or the built-in handle) to turn the valve on top of the tank **counter-clockwise** one full turn. **TIP:** One full turn is all you need to do.
8. The content/pressure gauge will register the amount of oxygen in the cylinder (a full cylinder will register approximately 2000 psi). If it's below 200 psi notify the nurse to swap the tank for a full tank.
9. Turn the flow regulator knob to the exact Liter Per Minute (LPM) as student's HealthCare provider oxygen order.
10. Feel the end of the tubing or cannula to ensure air is moving before placing it on the student.
11. Fit the cannula to student's face so it is comfortable. Place the prongs downward in the student's nostrils.

D. Procedure – Oxygen Shut Down and Removal Procedure

1. Remove the cannula. Set the cannula on a clean surface (clean paper towel, etc.)
2. Use your oxygen wrench (or built in handle) and turn the large valve on top of the tanks **clockwise** until it is firmly closed.
3. Leave the flow regulator knob (the liter-per-minute dial) at its current setting. You will hear a fading hiss as the oxygen that is still in the regulator escapes. Watch the Tank Pressure Gauge (the large dial). The needle will slowly drop. Once the hiss stops and the needle hits **0**, the flow of oxygen has officially stopped.
4. Verify that the Tank Pressure gauge is at **0**. Once the hiss stops, the actual output of oxygen is **0**. Turn and **OR** verify that the flow regulator knob (the liter-per-minute dial) is at the **"0" or "Off"** position.
5. Secure the oxygen by placing it back in its the rack, cart or oxygen bag in a well-ventilated area.
6. Contact school nurse/parent with any concerns.
7. Document the procedure in the approved CCSD documentation system.