**Policy**

To administer and handle oxygen correctly.

**Procedure**

1. Check physician's order for liter flow and method of administration.
   1. Oxygen concentrators are most often used. Retrieve a concentrator from the storage area and bring it to the resident’s room.
   2. If using E cylinder tanks: The tank must always be kept in the cylinder stand/cart. Remove the cylinder from the storage area.
      1. Return empty cylinders to the storage area and store on the “empty cylinder side/area of the storage closet/room.
   3. Place "oxygen in use" sign per facility policy.
   4. Do not use electrical equipment such as radios, hair dryers or shavers when oxygen is in use.
2. CARE AND USE OF PREFILLED DISPOSABLE HUMIDIFIERS:
   1. Open sealed bag and take out unit
   2. Remove the cannula port cap and remove oxygen inlet port cap
   3. Attach humidifier to flow meter
   4. This fit must be tight to ensure accurate flow of oxygen to the resident
   5. Attach mask or cannula tubing to humidifier
   6. Set the flow meter to the rate ordered by the physician
   7. Place mask or cannula on resident as indicated
   8. Label humidifier with date and time opened
   9. Change humidifier and tubing at least weekly
3. CARE AND USE OF REUSABLE HUMIDIFIERS:
   1. Remove humidifier from wrapper
   2. Fill with sterile distilled or sterile deionized water to fill line
   3. Attach humidifier to flow meter
   4. This fit must be tight to ensure accurate flow of oxygen to the resident
   5. Attach mask or cannula tubing to humidifier
   6. Set the flow meter to the rate ordered by the physician
   7. Place mask or cannula on resident as indicated above
   8. Label humidifier with date and time opened. Change humidifier and tubing per facility policy
4. NASAL CANNULA:
5. Connect tubing to humidified outlet and adjust liter flow as ordered
6. Place prongs of cannula into the resident's nares
7. Adjust elastic loosely around head, above the ears
8. If cannula does not have elastic adjustment, loop the plastic around the ears and under the chin
9. Adjust the plastic slide to hold cannula in place
10. FACE MASK:
11. Connect tubing to humidifier outlet and adjust liter flow as ordered
12. Place mask over nose and mouth
13. Adjust elastic loosely around head, above the ears
14. If mask does not have elastic adjustment, loop the plastic around the ears and under the chin
15. Adjust the plastic slide to hold mask in place