Name of Policy: Use and Storage of Cylinder Oxygen
Policy Number: 3364-136-02-03
Department: Respiratory Care
Approving Officer: Chief Nursing Officer
Responsible Agent: Director, Respiratory Care
Scope: The University of Toledo Medical Center Respiratory Care Department

Effective Date: 8/1/2017
Initial Effective Date: 7/1/1979

(A) Policy Statement
All patients on prescribed oxygen therapy will be transported (in the hospital by transporters) on oxygen via e-cylinders. The oxygen cylinders in the patient care areas will be available for use and stored following NFPA guidelines.

(B) Purpose of Policy
To insure patient safety in the administration of oxygen during transportation of patients requiring oxygen therapy.

(C) Procedure
1. Hospital transport staff members requiring oxygen for use during patient transport will use oxygen cylinders from Respiratory Care Services. All employees are responsible for safe use and proper storage of oxygen cylinders.

2. Full oxygen "E" cylinders for transport will be obtained by the transport personnel from the tank room. When they leave the tank room, they are designated “Partially Full” and stored in cylinder holders on the floor, labeled “Partially Full”.

3. After use: if still partially full, they are to be returned to an appropriate tank holder labeled “Partially Full Cylinders”. If/when empty (500 psi or less), the cylinder must be returned to an appropriate cylinder holder labeled “Empty Cylinders”. There is one “Empty Cylinders” cart to a floor. Empty and partially full CANNOT co-mingle.

4. Any questions or concerns regarding oxygen cylinders or oxygen administration devices should be forwarded to Respiratory Care Practitioners, and the Director, if necessary.

5. No alterations in the functional usage and/or assembly of the oxygen administration devices may be made by anyone other than a Respiratory Care staff or registered nurses.

6. Any damaged or malfunctioning equipment should not be used and should be taken back to Respiratory Care services and properly labeled to indicate the problem.
Approved by:

Michael Taylor
Director, Respiratory Care

Monecca Smith
Chief Nursing Officer

Review/Revision Completed By:
Director, Respiratory Care

Next Review Date: 8/1/2020

Policies Superseded by This Policy:

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.