


<b>Name of Policy:</b> <u>Use and Storage of Cylinder Oxygen</u>	  <b>Effective Date:</b> 9/1/2020 <b>Initial Effective Date:</b> 7/1/1979
<b>Policy Number:</b> 3364-136-02-03	
<b>Department:</b> Respiratory Care	
<b>Approving Officer:</b> Associate VP Patient Care Services / CNO	
<b>Responsible Agent:</b> Director, Respiratory Care	
<b>Scope:</b> The University of Toledo Medical Center Respiratory Care Department	
<input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy	

**(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: cylinders will be disinfected using Super Sani-Cloth Germicidal Disposable wipes (Purple Top). 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.

<p><b>Approved by:</b></p> <p>/s/ _____ Michael Taylor Director, Respiratory Care</p> <p>Date _____</p> <p>/s/ _____ Monecca Smith Associate VP Patient Care Services / CNO</p> <p>Date _____</p> <p><i>Review/Revision Completed By: Director, Respiratory Care</i></p>	<p><b>Review/Revision Date:</b></p> <p>10/04/1999 10/01/2001 11/04/2004 08/23/2006 07/10/2009 03/03/2012 08/01/2014 08/01/2017 09/01/2020</p>
<p><b>Next Review Date:</b> September 2023</p>	
<p><b>Policies Superseded by This Policy:</b></p>	

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