MEDICAL GASES (OXYGEN)
STANDARD OPERATING PROCEDURE FOR ORDERING AND DELIVERY OF MEDICAL GAS CYLINDERS
OCTOBER 2017
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Approved by (Group): Drugs and Therapeutic Committee

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<td>Oct 2017</td>
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Consultation:

- Acute Division Matrons, Bed Management and Co-ordination Team Manager
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**DO NOT AMEND THIS DOCUMENT**

Further copies of this document can be found on the Foundation Trust intranet.

Medical Gases (Oxygen) SOP for ordering and delivery of medical gas cylinders_PHA65_Oct 2017
1 Introduction

1.1.1 Medical gases are Licensed Medicines, and as such are subject to the Medicines Act, and must be treated in the same way as all other medicines.

1.1.2 Oxygen may be administered without a prescription by a nurse, in an emergency situation if there is no prescriber on site. The nurse is accountable for their decision and action taken, which must be fully documented in the patient's notes. Medical staff/emergency services must be contacted immediately.

1.1.3 The only medical gas available for use within the trust is oxygen. This is restricted to ECT departments and inclusion in the Intermediate Life Support (ILS) bags, for use in emergencies. Patients requiring regular administration of oxygen should not generally be admitted to trust in-patient services.

1.1.4 Medical air is never used to drive nebulisers. An electric nebulising device must be used to administer medication requiring nebulisation.

1.1.5 This document sets out the procedure for ordering and delivery of medical gas (oxygen) cylinders in the trust. Information on the requirements for safe and secure handling of medical gas cylinders (including prescribing, administration and safe storage) is included in the trust Medicines Management policy.

2 Aim

- To provide clear standards and procedures for ordering, delivery and receipt of medical gas cylinders
- To ensure consistent high standard and safe practice across the trust
- To minimise risk and ensure safety of service users & staff

3 Scope

3.1.1 This procedure is for the use for any Trust or contracted staff in a clinical area using medical gases in conjunction with essential training provided the Trust.

4 Size E & F Cylinders (ECT Suite use)

4.1 Ordering of size E & F cylinders

4.1.1 All medical gas cylinders must be ordered via pharmacy. Wards and services requiring E and/or F cylinder must send an email to HMHC pharmacy HMHCPharmacy@candi.nhs.uk specifying:

- Name of medical gas (oxygen)
4.1.2 Pharmacy will order oxygen cylinders from BOC via e-mail stating account number for the service. Full details of individual service account numbers are listed in appendix 1.

4.1.3 Pharmacy is responsible for the management of stock cylinders stored at HMHC. Stock will be checked once a week and a sufficient number of cylinders stored to cover the volume of usage.

4.2 Delivery of E & F cylinders

4.2.1 Pharmacy: E and F size cylinders will be delivered to HMHC from BOC. These cylinders will be stored in the medical gas holding site and empty cylinders collected and returned to BOC.

4.2.2 Highgate Mental Health Centre Wards / ECT suite: Cylinders will be delivered to HMHC wards / ECT suite via onsite hospital porters.

4.2.3 St Pancras Hospital Wards: Pharmacy will order from BOC and arrange for the cylinder to be delivered directly to the SPH ward by BOC.

4.3 Receiving E & F cylinders

Pharmacy

4.3.1 Delivery of E & F size cylinders to HMHC will be received by the porters, on behalf of pharmacy.

4.3.2 On receipt of the cylinders, the porter will check the supply cylinder is full, expiry date and the cylinder valve and regulator valve are to be checked for function.

4.3.3 After checking the cylinder is satisfactory the porter should receive the cylinder and sign and date delivery note.

4.3.4 The BOC driver will hand the delivery note to the porter. An e-mail copy will be sent to Pharmacy.

4.3.5 The porter will hand all delivery notes to Pharmacy. Pharmacy must record receipt and save delivery note electronically on General Pharmacy drive: Medical Gases-oxygen cylinder, as per dispensary procedure.

For individual services
4.3.6 On receipt of the cylinders on the ward/unit the responsible staff must check the cylinder is full, expiry date and check the cylinder valve and regulator valve for function.

4.3.7 If the cylinder is not full or any discrepancy noted then Pharmacy / BOC must be informed immediately. The cylinder should not be accepted onto the ward however if this is unavoidable and temporary storage is necessary then the cylinder must be clearly labelled as not for use and a description of the fault/issue identified.

4.4 Storage of E & F cylinders

- Cylinders to be stored safely away from exposure from direct sunlight
- Cylinders must be secured in a movable ventilated oxygen crate or trolley
- Cylinders with less than 3 months expiry should be returned to the supplier along with empty containers
- F size cylinders and larger should be stored in an upright manner by the use of safety chains
- E size cylinders and smaller should be stored horizontally on racks designated cylinder holders
- Warning notices should be placed on the outside of the doors where cylinders are stored, to warn fire fighters of their presence and to warn against naked lights

4.5 Transport of E & F oxygen Cylinders

4.5.1 Trust porters must only transport E and F oxygen cylinders within the boundaries of HMHC. They do not transport oxygen between sites.

4.5.2 Off sites that require oxygen will have direct delivery from BOC.

4.5.3 Cylinders must be properly secured when being moved.

4.5.4 Health and Safety Executive guidance for safe use of oxygen cylinders is as follows:

- All cylinders must be secured appropriately so they cannot move in transit (includes portable cylinders).
- No smoking in the vicinity of cylinders.
- Cylinders must be checked regularly for obvious signs of leakage.
- Cylinders must be kept out of direct sunlight.
- Green warning triangle “compressed gas” should be displayed on the vehicle.
- Cylinders should never be lifted by the neck.
- They should only be changed by suitably trained personnel.
- They should be checked daily for expiry and to ensure they have sufficient content.
5 Lifeline PRO (Green Bag): Emergency Oxygen Cylinder

5.1 Ordering of Lifeline PRO (Green Bag) emergency oxygen cylinder

5.1.1 All medical gas cylinders must be ordered via pharmacy. Each individual wards or services requiring Lifeline PRO oxygen cylinder must send an email to HMHC pharmacy HMHCPHarmacy@candi.nhs.uk Specifying:

- Product details i.e. Lifeline PRO oxygen cylinder
- Quantity
- Name and location of individual service
- Individual service BOC account number (refer to appendices 1 & 2)
5.1.2 Pharmacy will order oxygen cylinders from BOC via e-mail stating account number for the service. Full details of individual service account numbers are listed in appendices 1 & 2.

5.2 Delivery of Lifeline PRO (Green Bag) emergency oxygen cylinders

5.2.1 The supplier (BOC) will deliver Lifeline PRO oxygen cylinders directly to the individual ward/team requesting the cylinder. On delivery of a new replacement cylinder they will collect the empty/expired cylinder being replaced.

5.3 Receiving Lifeline PRO (Green Bag) emergency oxygen cylinders

5.3.1 On receipt of the cylinder the authorised staff must check the supply cylinder is full, the expiry date and the cylinder valve and regulator valve for function.

5.3.2 After checking the cylinder is satisfactory the authorised member of staff should receive the cylinder and sign and date delivery note.

5.3.3 BOC will remove and replaced expired stock or empty cylinders

5.3.4 The BOC driver will give the delivery note to the member of staff and an e-mail copy will be sent to Pharmacy.

5.3.5 All delivery notes must be retained on the ward / team for two years

5.3.6 Pharmacy must record receipt and save delivery notes on General Pharmacy drive: Medical gases, as per dispensary procedure.
5.4 Storage of Lifeline PRO (green bag) oxygen cylinders

5.4.1 Life line PRO (green bag) oxygen cylinders should be stored and accessible at all Trust inpatient and community settings.

5.4.2 Note: Both HMHC and SPH have two spare green bags which can be obtained in case of emergency via site Bleep holder

5.4.3 The LIFELINE oxygen kit is provided in a purpose-made rucksack-style carry case for easy transportation to the casualty. It contains a lightweight medical oxygen cylinder with an integral regulator and a selection of oxygen masks.

5.4.4 Oxygen can be delivered between 1 and 15 litres per minute. This provides up to half an hour of treatment at the highest flow rate, helping to prevent the casualty deteriorating prior to the arrival of professional medical assistance. It provides initial treatment for patients during medical emergencies.

5.4.5 Bag must be stored in treatment room and away from sources of heat. These areas should be well lit and have suitable ventilation.

6 Out of hours supplies

6.1.1 NOTE: Both HMHC and SPH have TWO spare Lifeline PRO (GREEN BAGS) which can be obtained from site bleep holder.

6.1.2 Highgate Mental Health Centre Wards / ECT suite: Responsible staff from the ward should contact site bleep holder who will arrange the supply of E and F cylinder and Lifeline Pro via the porters.

6.1.3 St Pancras Hospital: Life Pro cylinder: Responsible staff from the ward should contact site bleep holder who will arrange the supply of spare Lifeline Pro cylinder via the porters.

6.1.4 E and F size cylinders are NOT stored at SPH site. BOC will deliver E&F cylinders within 24hours once an order is placed. The responsible staff from the ward should contact the site bleep holder who will place the order with BOC. An email confirming that the order has been placed should be sent to the relevant team requesting and to pharmacy HMHCpharmacy@candi.nhs.uk
6.1.5 Alternatively, if necessary patient should be transferred to HMHC.

6.1.6 Community based / Off-site service: Life Pro cylinder: The responsible staff from the service should contact the HMHC site bleep holder who will place the order with BOC. An email confirming that the order has been placed should be sent to the relevant team requesting and to pharmacy HMHCpharmacy@candi.nhs.uk

7 Monitoring and audit arrangements
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<td>Required changes to practice will be identified and actioned within a specific time frame. A lead member of the team will be identified to take each change forward where appropriate. Lessons will be shared with all the relevant stakeholders</td>
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