

## CHS78 Administer oxygen safely and effectively

### OVERVIEW

This standard is about the safe and effective administration of oxygen in all healthcare settings, at home and in any environment where an individual requires oxygen therapy. Users of this standard will need to ensure that practice reflects up to date information and policies. Version No 1

### KNOWLEDGE AND UNDERSTANDING

You will need to know and understand:

1. your responsibilities and accountability under the current, national and local legislation, policies, protocols and guidelines with respect to the administration of oxygen
2. the importance of working within your own sphere of competence and seeking advice when faced with situations outside your sphere of competence
3. the hazards and complications which may arise during the administration of oxygen and how you can minimise such risks
4. the range of information which should be made available to the individual
5. the national guidelines for risk management and adverse incidents
6. the effect of oxygen on individuals
7. potential adverse effects of oxygen therapy and how they can be prevented and/or minimised
8. when it is safe or not safe to administer oxygen
9. the importance of the manufacturers labelling oxygen equipment with safety guidance
10. how to obtain written guidance on the effective use of oxygen
11. the risks and complications of using oxygen
12. the methods to assess and monitor the individual during the administration of oxygen
13. the factors which may compromise the comfort and dignity of individuals during the use of oxygen and how the effects can be minimised
14. accepted best practice in the use oxygen
15. the contraindications to administering oxygen
16. the equipment and accessories to be used
17. the correct procedure for reporting faulty equipment
18. Palliative Oxygen Therapy and Short Burst Oxygen Therapy (SBOT) and their implications
19. the Home Oxygen Order Form (HOOF) and the Home Oxygen Consent Form (HOCF)
20. legislation and legal processes relating to valid consent
21. methods of obtaining valid consent and how to confirm that sufficient information has

- been provided on which to base this judgement
- 22.the actions to take if valid consent cannot be obtained
- 23.the importance of respecting individuals' privacy, dignity, wishes and beliefs and how this can be achieved
- 24.the importance of minimising any unnecessary discomfort, and ways to achieve this

## PERFORMANCE CRITERIA

You must be able to do the following:

- 1.confirm the individual's details
- 2.check the oxygen prescription and the prescribed administration route (face mask, mouthpiece or nasal cannulae)
- 3.check that the baseline assessment for oxygen therapy has been completed
- 4.explain and demonstrate the procedure for administering oxygen to the individual
- 5.ensure that you adhere to the health and safety and COSHH measures relevant to the administration of oxygen to prevent or minimise the potential adverse effects of oxygen therapy
- 6.check the oxygen equipment has been labelled with safety guidance by the manufacturer as per the statutory regulations
- 7.perform basic checks to confirm that all the equipment is working correctly in accordance with the manufacturer's instructions. Report any faults immediately according to procedure
- 8.assist the individual to find a comfortable position for the delivery of oxygen within the constraints of the treatment/environment
- 9.ensure that the individual can summon assistance should they be concerned about their condition or equipment
- 10.record the administration of oxygen in the patient held records, as appropriate, according to local guidelines
- 11.recognise the need to monitor and review the individual's condition on a regular basis and refer them to others when necessary

## ADDITIONAL INFORMATION

This National Occupational Standard was developed by Skills for Health. This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004): Dimension: HWB7 Interventions and treatments. This standard has replaced HCS\_OV8, HCS\_SS5 and HCS\_RESP8