OYYGEN (O2) POLICY

**PURPOSE:** To provide appropriate care and use of O2 and tanks to enhance the student learning experience.

**POLICY:** All O2 tanks will be put away properly in the assigned storage racks at the end of the class day/session. This policy is to include EMT, Paramedic Prep and Paramedic classes/sessions being held in any EME department classroom or lab/simulation rooms.

* Not all the tanks will be filled with O2 and the ones that are filled with O2 have a yellow Palomar Sticker and an O2 label on them.
* The bottles that do NOT have O2 in them have a red label stating - Do Not Fill with Air.
* All useable tanks will only be stored in room 816, between 816B and 816C. No useable tanks will be stored anywhere else in the EME department i.e.: airway bags, cabinets, class/lab/simulation rooms.
* Empty tanks will be placed in the designated racks outside Mary Reed’s office for appropriate follow up.

**DATE:** March 24, 2019

**PROCEDURE:**

1. The Lead Instructor of the day will notify the other instructors of the need for live O2 tank use for that day’s instruction. Each instructor will be responsible to obtain the O2 tanks at the beginning their Lab/Simulation classes from the racks located in room 816.
2. Each instructor obtaining these tanks will verify the current O2 level and working of the regulator. It is recommended, but not required, to begin each class session with an O2 tank with greater than 500 psi.
3. It is recommended that the instructor place the O2 tank in the respective lab/sim room for the student’s to also evaluate the tank as part of their learning experiences.
4. During the class sessions, we will not run the O2 the entire time, just long enough to demonstrate the ability of the students turn the tanks on/off, and use the equipment correctly.
5. It is not appropriate to have the students breathe the O2 since we don't have disposable airway supplies to be used.
6. Once the O2 tank pressure has fallen below 100 psi, the tank will be taken out of service and placed in the rack outside of Mary Reed’s office for refilling. Additional tanks for that day’s use will be obtained from the racks in room 816 and be put into service.
7. At the end the class session, each instructor will assess the O2 tank and place it as follows:
	1. If the tank has 100 psi or more – the tank shall be returned to the rack in room 816 for further use.
	2. If the tank has less than 100 psi – the tank shall be placed in the rack outside Mary Reed’s office for refilling.
8. Any issues, damage, or concerns you may have regarding the use and/or storage of the O2 tanks, please follow up with the Clinical Coordinator.