

# Oxygen and Respiratory Therapy

## Home Medical Equipment and Supplies



# Med Care

HOME MEDICAL EQUIPMENT & SUPPLIES

**MedCare Affiliates: Excelsa Health; Conemaugh, Butler,  
Heritage Valley and Washington health systems;  
St. Clair Hospital, and UPMC.**

**Oxygen@ \_\_\_\_\_ LPM**

**Continuous    Nocturnal**

**As Needed \_\_\_\_\_**

**Emergency on-call available 24 hours a  
day, 7 days a week.**

**Call toll free 1-800-503-5554**

## CLEANING AND MAINTENANCE

1. The cabinet and power cord can be cleaned with a mild household cleaner applied with a damp cloth or sponge and wiped dry. (WARNING: Disconnect power *before* cleaning the cabinet).
2. DO NOT USE CLEANING LIQUID DIRECTLY ON THE CONCENTRATOR OR UTILIZE ANY PETROLEUM-BASED SOLVENTS OR CLEANING AGENTS.
3. FILTERS—The air intake particle filter should be washed *weekly*.
4. Remove filter and wash in a warm solution of soap and water. Rinse thoroughly and remove excess water by using a soft absorbent towel. Replace filter back into unit.

## MECHANICAL FAILURE OR POWER OUTAGE

1. MedCare provides each customer with a gaseous portable unit to be utilized in the event of a mechanical failure or power outage.
2. In the event of a power outage, mechanical failure, or if the audible alarm sounds, switch to the gaseous oxygen reserve and contact your local branch.

## TROUBLESHOOTING THE OXYGEN CONCENTRATOR

Trouble	Probable Cause	Remedy
Unit not operating ( <i>power failure, alarm sound or continuous alarm</i> )	<ul style="list-style-type: none"><li>• Power cord plug not firmly in wall receptacle.</li><li>• No power at wall receptacle.</li><li>• Power overload of unit.</li></ul>	<ul style="list-style-type: none"><li>• Check power cord plug at wall receptacle.</li><li>• Check power source, fuse or circuit breaker in house.</li><li>• Depress unit circuit breaker reset button.</li></ul>
Limited Oxygen Flow	<ul style="list-style-type: none"><li>• Faulty delivery tube.</li><li>• Defective cannula or face mask.</li><li>• Clogged humidifier bottle.</li><li>• Blocked intake filter.</li></ul>	<ul style="list-style-type: none"><li>• Disconnect delivery tubing at oxygen outlet (<i>located at front of unit</i>). If proper flow is restored, check tubing for kinks or obstructions. Replace if needed.</li><li>• Remove cannula or face mask from tubing. IF proper flow is restored, replace with new cannula or face mask.</li><li>• Remove humidifier bottle from oxygen outlet (<i>if one is used</i>). If flow is restored, clean or replace with new humidifier bottle.</li><li>• Clean air intake filter. If flow is not restored, connect tubing to auxiliary oxygen cylinder and call MedCare immediately.</li></ul>

## OXYGEN SAFETY AND GENERAL INFORMATION

Oxygen (sometimes called O<sub>2</sub>) is a colorless, odorless, tasteless gas. Oxygen is essential to life but it is also a potentially hazardous substance. O<sub>2</sub> *DOES NOT EXPLODE*. O<sub>2</sub> *DOES NOT BURN* by itself. O<sub>2</sub> is one of the ingredients necessary for a fire to occur. The others are combustible or flammable materials and a source of ignition. To insure the safe handling and use of oxygen, the following instructions should be observed:

1. Oxygen equipment should be turned off when not in use to prevent accumulation of oxygen in the room.
2. Matches, cigarette lighters, burning tobacco, and candles **must** be eliminated from the room where oxygen is being used and stored.
3. Radios, television sets, window air conditioners, fans, electric razors, and all electrical equipment should be at least **SIX FEET** from the oxygen unit.
4. All electrical equipment should be properly grounded.
5. Oxygen equipment should not be in a confined area.
6. Oxygen equipment should not be oiled or greased.
7. Aerosol sprays should not be used around oxygen equipment.
8. Heavy coating of oily lotions, face creams, hair dressings, or petroleum jelly should **NOT** be used while receiving oxygen. A water soluble gel such as K-Y Jelly or Blairex Gel can be substituted in place of petroleum jelly.
9. Oxygen units should not be placed near heating units (electric, kerosene, etc.).
10. Oxygen cylinders must be secured by a chain, cord, in a stand, or lying flat on the floor in a traffic-free area.
11. Liquid oxygen units must remain in the upright position.
12. **Do Not** touch frosted fittings or piping on a liquid oxygen system.
13. Oxygen may be transported in your vehicle when properly secured and with windows open approximately one (1) inch.
14. Repair of oxygen equipment should be made by trained personnel only.
15. *Never* alter the oxygen liter flow from what your physician prescribes.
16. A gaseous portable oxygen unit is your “back-up” in the event of a power failure.  
Always maintain a minimum of a four to five hour supply of oxygen for this purpose.

A humidifier is a bottle that is attached to your oxygen system to help moisten the oxygen before you inhale it. If you use a humidifier, it must be kept clean to help prevent the growth of bacteria.

## FACTS ABOUT YOUR HUMIDIFIER

### Humidifier Care

1. Add only distilled water to your humidifier. Be sure to fill it every day.
2. The water in the humidifier should be changed every 24 hours.
3. Your humidifier should be cleaned and sanitized a minimum of once each week (more often if your respiratory therapist instructs).

### Humidifier Cleaning

1. Disassemble the humidifier.
2. Wash in warm, sudsy water.
3. Rinse all parts under hot water.
4. Soak all parts in a vinegar solution (one part white vinegar to three parts water) for 60 minutes.
5. Remove from the vinegar solution and rinse all parts in hot water.
6. Place on paper towels and allow to air dry.
7. It is recommended that you have two humidifiers, one in use while the other is being cleaned.

## TRAVELING WITH OXYGEN

**MedCare Equipment Company requires a two-week notice if our assistance is needed in making arrangements when traveling with oxygen.**

## PREPARING YOUR E CYLINDER

You will need the following equipment to prepare your *E* cylinder for use:

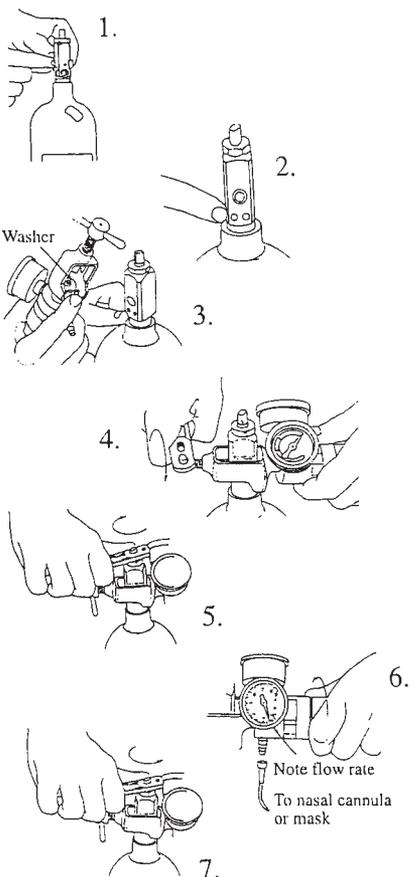
- *E* Cylinder
- Regulator
- Cylinder Wrench

Cylinder Wrench



If your cylinder has a regulator already attached, proceed to Step 5.

1. Carefully remove the seal from the cylinder neck. There is a small washer attached to the seal. You will have to use this washer if your regulator does not have a permanent one already attached.
2. There are two holes on the neck of the cylinder. These holes are located on only one side.
3. Place the regulator over the cylinder. Align the two prongs on the regulator with the two holes on the cylinder neck. If your regulator doesn't have a permanent washer, use the plastic washer provided and place it above the two prongs on your regulator.
4. Tighten the handle on the regulator until it is firmly attached. Use your cylinder wrench as a lever.
5. Attach your cylinder wrench to the top of the cylinder. Turn the wrench counterclockwise to open the cylinder. The needle on the pressure gauge should now read "FULL" or "2200."
6. Attach your oxygen delivery device (cannula or mask) to the flow outlet.
7. To turn your oxygen off, attach your cylinder wrench to the top of the cylinder and turn it clockwise.



## Oxygen Cylinders Approximate Use

*At these Continuous Liter Flow settings, oxygen will last this many hours.*

Size Cylinder	Total Liters when full	Flow Setting								
		1/2	1	1 1/2	2	2 1/2	3	4	5	6
<b>A6 or M6</b>	170	5.5	2.75	1.75	1.5	1.0	.75	.50	-	-
<b>B or M7</b>	198	6.5	3.25	2.25	1.75	1.25	1.0	.75	.50	-
<b>C or M9</b>	240	8.0	4.0	2.5	2.0	1.5	1.25	1.0	.75	.50
<b>D</b>	400	13.25	6.75	4.5	3.25	2.5	2.25	1.5	1.25	1.0
<b>E</b>	650	21.5	10.75	7.0	5.25	4.25	3.5	2.5	2.0	1.75
<b>N or M60</b>	1,750	58 (2.25 days)	29.0	19.25	14.5	11.5	9.75	7.25	5.75	4.75
<b>M or MM</b>	3,450	115.0 (4.75 days)	57.5 (2.25 days)	38.25 (1.5 days)	28.75	23.0	19	14.25	11.5	9.5
<b>H</b>	6,900	230.0 (9.5 days)	115.0 (4.75 days)	76.5 (3 days)	57.5 (2.25 days)	46.0 (1.75 days)	38.25	28.5	23	19

# GENERAL FIRE SAFETY GUIDELINES

- Have working smoke detectors on every level of the home and in each bedroom.
- Test your smoke detectors monthly and replace the batteries at least yearly. Purchase a new smoke detector if it is at least 10 years old.
- Have a fire escape plan that includes at least two exits from each room and plan for assistance if you are limited in your ability to move quickly. Include notification of your local Fire Department in your plan.
- Have a place to meet in the front of your home.
- Never leave a candle burning unattended.
- Do not smoke in bed.
- Do not stockpile old newspapers or cleaning cloths near a heat source.
- Install a carbon monoxide detector near sleeping areas.

## *In Case of Fire*

- Call 911 and leave the building immediately.
- Feel doors for warmth or look for smoke seeping under the door before opening.
- If you see smoke or feel warmth, do not open the door and use another escape route.
- If you can't escape, stuff cloths around the door and vents to keep smoke out.
- CRAWL if you must exit through smoke.
- STOP, DROP, AND ROLL if clothing catch on fire.

## *Fire Extinguishers*

- Know their limitations! A portable fire extinguisher can save lives and property by putting out a small fire or containing it until the fire department arrives, but portable extinguishers have limitations. Because fire grows and spreads so rapidly, the number one priority for residents is to get out safely.
- Safety Tips. Use a portable fire extinguisher when the fire is confined to a small area, such as a wastebasket, and is not growing; everyone has exited the building; the fire department has been called or is being called, and the room is not filled with smoke.
- To operate a fire extinguisher, remember the word PASS:
  - *Pull the pin. Hold the extinguisher with the nozzle pointing away from you and release the locking mechanism.*
  - *Aim low. Point the extinguisher at the base of the fire.*
  - *Squeeze the lever slowly and evenly.*
  - *Sweep the nozzle from side-to-side.*
- What type of extinguisher should I have? For the home, select a multi-purpose extinguisher (can be used on all types of home fires) that is large enough to put out a small fire, but not so heavy as to be difficult to handle. Choose a fire extinguisher that carries the label of an independent testing laboratory.
- Read the instructions that come with the fire extinguisher and become familiar with its parts and operation before a fire breaks out. Local fire departments or fire equipment distributors often offer hands-on fire extinguisher training.
- E.D.I.T.H (**Exit Drills In The Home**)
  - Install fire extinguishers close to an exit and keep your back to a clear exit when you use the device so you can make an easy escape if the fire cannot be controlled. If the room fills with smoke, leave immediately.

- Know when to go. Fire extinguishers are one element of a fire response plan, but the primary element is a safe escape.
- Every household should have a home fire escape plan and working smoke alarms.
- Practice your escape plan twice a year with the whole family.

## **ELECTRICAL SAFETY**

- Make sure all plugs and sockets fit firmly and require some force to insert and remove.
- Place childproof caps on all unused outlets if children are present in the home.
- Always grasp the plug to remove it from the outlet, never pull it from the cord.
- Avoid using extension cords. If they must be used, do not overload them.
- Check cords for fraying, bare wires and other defects, especially at the point where the cord attaches to the equipment.
- Keep cords out of highly used walkways to prevent tripping.
- Disconnect equipment that sparks, blows a fuse, or gives the slightest shock.
- Report equipment malfunctions to your home medical equipment supplier.
- Allow only a qualified electrician to repair wiring or circuits.

### *In Case of Electric Shock*

- Do not touch the person who has been shocked; you could be shocked also.
- Turn off the power or pull the plug to the equipment that caused the shock or call the electric company if you are unable to turn off the power.
- Call 911 to treat the victim.

## **HOME MEDICAL EQUIPMENT AND OXYGEN SAFETY**

- Use the amount of liter flow ordered by your doctor.
- Do not have open flames or burning tobacco in a room where oxygen is being used or stored.
- Post 'No Smoking' signs in your home.
- When you go to a restaurant with your oxygen source, sit in a section away from any open flame such as candles, warming burners, and fireplaces.
- Keep oxygen cylinders a minimum of 8 feet from heaters, heat producing and electrical appliances. Do not go near a stove while oxygen is on.
- Do not store oxygen containers near stoves, radiators, heat ducts, steam pipes or other sources of heat.
- Store oxygen cylinders in a secure stand or lying flat on the floor in a traffic-free area.
- Do not use oily or petroleum-based lotions, face creams or hair dressings while wearing oxygen.
- Use only water-based lubricants on your lips and hands. Never apply oily products such as Vaseline®, Blistex® or ChapStick® to your nose, lips or the lower part of your face.
- Never attempt to repair oxygen equipment yourself.
- Contact our agency if you plan to travel with you oxygen unit.
- Keep cylinders in a well ventilated area, not in a closet or under a bed.

## HOME INFECTION CONTROL TIPS

There are simple things you can do to prevent the spread of infection. Professionals, caregivers, family members and patients should use these guidelines for controlling infection:

- Clean your hands using soap and warm water.
- Rub your hands for at least 15 seconds. Rub your palms, fingernails, in between your fingers and the backs of your hands.
- Use a paper towel to turn off the faucet. Or, if your hands do not look dirty, clean them with an alcohol-based hand sanitizer.
- Clean your hands before touching or eating food; after using the bathroom; after taking out the trash; after changing a dressing; after visiting someone who is ill; when playing with a pet; after handling any blood or body substance.

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