

Checklist for Oxygen Therapy

- _____ 1. Check tank for adequate oxygen supply
- _____ 2. Explain procedure to person
- _____ 3. Explain safety precautions
- _____ 4. Wash your hands and put on gloves
- _____ 5. Connect the nasal cannula or mask to the oxygen source
- _____ 6. Adjust flow rate as directed by healthcare professional (prescription)
- _____ 7. Check that oxygen is flowing from cannula or mask
- _____ 8. Place cannula in person's nostrils, or place mask on person's face
- _____ 9. Adjust cannula or mask as necessary for person's comfort
- _____ 10. Instruct person using a cannula to breathe through their nose with mouth closed
- _____ 11. Recheck the tank for oxygen supply
- _____ 12. Assure proper flow rate
- _____ 13. Remove gloves, wash hands
- _____ 14. Document:
 - ◀ rate of oxygen flow
 - ◀ person's response to cannula/mask
 - ◀ any comfort measures initiated
 - ◀ problems encountered with use of cannula/mask
 - ◀ measures taken to address problems encountered
- _____ 15. Recheck flow rate and oxygen supply, and flow from cannula every 2 hours. Also before and after transition to different activities and locations. Document findings.
- _____ 16. Check pulse oximeter reading as directed by healthcare professional. Document outcome. Continue or discontinue oxygen as prescribed.
- _____ 17. When oxygen gauge is near or at the red zone, change tank and repeat steps 2-14
- _____ 18. The cannula/mask should be removed and cleaned if oxygen is not flowing, after use of PRN oxygen, and if visibly soiled.

Trainee name: _____ Date: _____

_____ Instructor initials Instructor Name _____

Comments: