

### Key points for hospital managers and oxygen champions

1. Management should identify the executive director/s with responsibility for the emergency oxygen policy (usually medical and/or nursing director).
2. All acute NHS Trusts should have one or more local oxygen champions, ideally a medical oxygen champion and a nursing and/or AHP champion
3. A local oxygen policy should be approved. (Example: Appendix 4)
4. Drug charts should be amended. (Example: Figure 19)
5. Monitoring charts should be amended.
6. Oximeters must be available everywhere oxygen is used.
7. Medical staff should be trained to prescribe oxygen by target saturation. (Slides: Appendix 7)
8. Nursing staff should be trained to administer and monitor and wean oxygen. (Slides: Appendix 8). There are too many staff for a day release programme to be effective. In pilot sites the nursing oxygen champions have given one hour talks to groups of approximately ten nurses. The programme started with the Ward Managers on an un-booked drop in basis. Two trainers can very rapidly train the whole nursing work force. Attendance from each ward should be recorded.
9. If health care assistants are recording oxygen saturations they must be trained to inform nurses when the saturations are outside the target range.
10. Trusts should take measures to eliminate the risk of oxygen tubing being connected to the incorrect wall oxygen outlet or to outlets that deliver compressed air or other gases instead of oxygen. Air flow meters should be removed from the wall sockets or covered with a designated air outlet cover when not in use. Special care should be taken if twin oxygen outlets are in use
11. Audit should be organised, hospital and ward based audit tools can be downloaded. All acute Trusts are expected to take part in the BTS national emergency oxygen audits and oxygen champions can use the audit tools on the BTS website to conduct ward-based or Trust-wide audits in between the national audits. (<https://www.brit-thoracic.org.uk/standards-of-care/quality-improvement/oxygen/>)

All appendices can be downloaded from: <https://www.brit-thoracic.org.uk/standards-of-care/guidelines/bts-guideline-for-emergency-oxygen-use-in-adult-patients/>