



# Kaupapa hāora awhina ki te kāenga

## Home Oxygen Service

This service is supported by the District Nursing  
Service and Respiratory Nurse  
(Te Whatu Ora Tairāwhiti Hospital)



**Te Whatu Ora**  
Health New Zealand  
Tairāwhiti

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## Please keep this booklet handy

If your equipment or machine is faulty, contact Te Whatu Ora, Tairāwhiti District Nursing Service:

**Monday – Sunday** Between 8AM – 4.30PM.

**District Nursing Administration Office** (06) 869-0505

**Evenings, Monday – Sunday**

Phone the Hospital on **(06) 869-0500**  
and ask to be put through to the **Emergency Department**

# Patient information

Your oxygen prescription is:

**LITRES:** \_\_\_\_\_ **PER HOUR:** \_\_\_\_\_

CO<sub>2</sub> retainer: **YES** or **NO** (Please circle)

It is important that oxygen is used as prescribed. **DO NOT ADJUST THE FLOWRATE UNLESS ADVISED BY YOUR PHYSICIAN.**

## Ordering oxygen cylinders

**Note:** No weekend or public holiday delivery for cylinders. Please consider this when you are placing an order.

### Oxygen Cylinder Capacities

OUTPUT Litres per minute	CYLINDER SIZE A	CYLINDER SIZE D
1 Litre	6.8hrs	27.8hrs
2 Litres	3.4hrs	13.9hrs
4 Litres	1.7hrs	6.95hrs

## For same day delivery

**Monday – Friday** Between 8AM – 12PM.

**District Nursing Administration Office** (06) 869-0505

- Any orders after 12PM, will be delivered the following working day.
- If this number is unattended, leave a message on the answer phone. Please state your name, address and type of cylinder you require.

**HOME MUST BE SMOKE FREE OR OXYGEN & SUPPLIES WILL BE REMOVED.**

## Safety when using oxygen

### The following points should be noted:

Maintain a **SMOKE FREE** home as per Ministry of Health guidelines.

Display the '**NO SMOKING**' sign clearly. Oxygen will make fire spread faster.

It is important to avoid naked flame including smoking/vaping, open flame, fires, gas cookers, solvents, oil/grease, gas heaters or sparking toys.

### The risks are – fire and explosion!

It is safe to use enclosed electric heaters but care must be taken not to let the tubing touch the appliance.

An electric blanket can be used but it should have an annual safety check (usually done by a certified electrician).

Close cylinder valve when not in use. Place cylinder so it will not fall.



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## Cylinders and regulators



### To place the regulator onto an oxygen cylinder:

Remove plastic sheath from stem of oxygen cylinder.

Match the two locking pins on the regulator in line with the holes in stem of the cylinder and tighten.

Set your prescribed flow by turning the dial on the end of the regulator.

Turn valve (black knob) at the centre top of the cylinder anti-clockwise to open oxygen flow.

If the cylinder makes a hissing sound, oxygen is leaking from the cylinder. Check to ensure:

- i) That the regulator is fitted on properly.
- ii) That the washer is intact. It may need replacing or taking off and turning over.

Always make sure the valve is closed before removing the regulator by turning the top key clockwise.

Intermittently check the gauge to ensure you have enough oxygen.

Store cylinder securely when not in use and in a cool dry place.

When travelling by car, the cylinder must be adequately secured. This can be with the use of the car safety belt. Only the small "A" Bottles can be transported via car with a safety belt. Due to health and safety requirements the larger "D" bottles requires special transportation. Please contact the district nursing service to request the D bottle delivery.



## The oxygen concentrators

The concentrator is powered by electricity from a power point. This machine concentrates oxygen from room air and maintains a constant supply. The concentrator must stand in a well ventilated room, clear of walls, drapes and furniture and well away from heaters and fires (1.5m or 5 feet away). Oxygen concentrator must be plugged directly into power socket. Do not use extension cord, double adapters or power boards.

The tube between the patient and the concentrator should be 14 metres long or less and without connectors.

**It is necessary to clean the foam plastic filter/s once or twice each week.**

### Nuvo (Grey and Black) concentrator:

The removable filter must be cleaned weekly by rinsing in warm soapy water, then allowing the filter to dry thoroughly before placing back in the machine. Clean outside of unit with a damp cloth, do not use solvents. For 24 hour oxygen use, two filters will be delivered with the concentrator. One for use while the other being cleaned. If you require additional filters please contact District Nursing Service or notify your nurse

### Everflo (Blue) oxygen concentrator:

The machine should be turned off, gently lift off the plastic blue filter cover, use a vacuum or brush to remove dust.

The concentrator can be moved from room to room. It is not necessary for it to be in the same room as the person using oxygen. When moving or lifting the concentrator it is **essential to keep it in an upright position** to avoid damaging the machine.

**Your oxygen concentrator is serviced annually.**

You will be contacted by staff to arrange for this to happen. Report any problem to District nurse. Do not attempt to repair.

# If your concentrator will not operate

## Please check the following:

1. It is plugged in and switched on at the wall.
2. It is plugged firmly at the back of the concentrator.
3. The ball is wound up to the correct setting.
4. The tubing is connected and free of twists or holes.
5. The filter at the back of the concentrator is free of dust.
6. Try another socket in case a fuse has blown (especially in multi-power boards).
7. Allow the concentrator to cool down for 30 minutes, then restart.

**Note: Concentrators can differ from the one in the photo.**



## Nasal prongs

The correct way to wear nasal prongs is over the ears and under the chin or over the head.

Clean nasal prongs with a wet flannel or wipe.

**Do not submerge in water.**

Keep the prongs in a plastic bag when not in use.

New nasal prongs will be supplied by the Respiratory Nurse/District Nurse every three months to maintain comfort and hygiene.

Old nasal prongs can be disposed of in the rubbish.

## Potential problems

Occasionally the following problems may occur:

- **Dry crusty nose** – apply a water-based lubrication  
e.g. lubricating jelly via cotton buds about four (4) times daily. Do not use petroleum jelly base cream eg Vaseline.
- **Blood spotting** from the nose – as above.
- **Runny nose** – contact your own doctor.
- **Headaches** – turn the flow rate down or off and telephone your own doctor as soon as possible.

If any of the above problems persists for longer than 48 hours, please contact your doctor.







## How to control breathlessness

1. Try getting into a relaxed position. Lean on a table, car roof, or supermarket trolley.
2. Sit resting on your elbows on a chair, or low fence.
3. Deep, slow controlled breathing. Relax your shoulders and upper chest to avoid upper chest breathing.
4. Try breathing in through your nose and out through your mouth, unless this makes you feel more breathless.
5. When breathing in (inspiration), let the air move to the bottom of the lungs – inspiration. You should feel your stomach swell and your upper chest should barely move.
6. Breathe out slowly allowing the ribs to sink back down. Sometimes pursed lips breathing can help to extend the breath out.
7. Try making this part of your daily routine so that this can become your normal way of breathing.
8. Use your fan or a breeze.
9. Choose your preferred breathing technique & continue for 2-3 minutes.
10. Evaluate after 2-3 minutes.

### Feeling okay?

Continue with activity.

### Still having trouble breathing?

Take a reliever medication through spacer, then resume breathing technique for another 2-3 minutes. Once normal breathing has resumed, continue with activity.



## Hints to save your energy

**You will no doubt be aware that a chronic (advanced) lung disease is a tiring problem to have. It is useful to pace yourself to save energy.**

- Lie down for an hour after meals.
- Spread heavy work through the week, e.g. vacuum one room a day.
- Don't rush – plan ahead. For example if having guests for dinner, serve food that can be made ahead of time. Set the table well ahead of time.
- Store heavy items so they can be easily reached. Avoid bending, as this is tiring.
- Do all upstairs jobs at once to save energy going up and down stairs all day.
- Slide or push to save lifting.
- Correct posture – head high, hips in line with relaxed shoulders. Sit with middle of back and feet supported. Don't cross your legs.
- **Most people who are on home oxygen will come to no harm if they are without oxygen for 2-3 days.**

## Travelling with your oxygen

Oxygen does not limit your travel plans.

Travelling by car – You can take the concentrator (standing up right) and small "A" cylinders (secured with a safety belt).

Travelling by Plane – Please contact the Respiratory Nurse at Te Whatu Ora Tairāwhiti **at least two weeks prior to flying**. This will allow any ordering of cylinders and paperwork required for flying.

Please refer to page 7 if you have any concerns or issues with faulty equipment or breakdown.





Ki te pīrangī pārongo anō, pātai atu ki tō tākuta, ki tō nehī rānei.

For more information please ask your doctor or nurse.



421 Ormond Road, Gisborne



06 869 0505  
06 869 0500 (after hours)



06 869 2098



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[www.hauoratairawhiti.org.nz](http://www.hauoratairawhiti.org.nz)



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