STEPS TO CHANGE E-TANKS

I. GENERAL INFORMATION

A: The oxygen tank is changed when the regulator registers near empty.

B. Follow manufacturer's instructions when changing any oxygen tank (if available).

II. PERSONNEL

A. School Nurse
B. School Personnel in accordance with CEC 49423.5.

STEPS TO CHANGE E-TANKS

Student's Name:_____ DOB:_____

PROCEDURE	
ESSENTIAL STEPS	**KEY POINTS & PRECAUTIONS**
1. Turn the oxygen flow meter off find a diagram of the oxygen tank place here.	OBSERVE STUDENT'S COLOR THROUGHOUT TANK CHANGE. TANKS SHOULD BE SWITCHED AS QUICKLY AS POSSIBLE TO AVOID DISTRESS. *Right is tight (clockwise), Left is loose (counter clockwise).*
2. Close the valve by turning CLOCKWISE using the wrench/key.	Wrench/key should always be secured on the back of the tank/cart.
3. Unscrew T-valve on the right side of the regulator by turning COUNTER CLOCKWISE. Remove regulator from tank.	
4. Remove empty tank from cart.	
5. Replace the old tank with a new tank and secure into cart.	
6. Tear off the plastic seal on top of the new tank and **make sure the "O-ring" remains in place and secured.**	The O-ring prevents leakage. If the tank is turned on and leakage occurs, a loud hissing noise will be heard; turn off the tank, make sure the O-ring is in place and readjust the regulator to ensure all connections are intact. If hissing continues, change tanks. If new tank does not resolve problem, then obtain new equipment from parent/careprovider, manufacturer, or paramedics (if so indicated).
7. Connect the regulator, making sure all connections on the regulator fit into the connections on the tank valve. Tighten the T-valve to secure the fit.	
8. Reopen the valve by turning counterclockwise using wrench/key. Regulator will then register the tank contents.	
9. Adjust the flowmeter clockwise until prescribed liters of flow is registered on flowmeter.	
10. Pull off the tab on the used tank to read "empty" (if available) and return empty tank to parent/careprovider.	