



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Oxygen Use In Schools
NUMBER: BUL-2356.0
ISSUER: Michelle King, Assistant Superintendent
 Student Health and Human Services
DATE: March 1, 2006

ROUTING
 Local District Superintendents
 Division of Special Education
 Local District School Support
 Directors
 Special Education Support
 Unit Administrators
 Principals
 School Nurses
 School Physicians
 School Administrative
 Assistants

POLICY: These guidelines address the use of medically prescribed oxygen by students and issues regarding the safe handling, storage and transportation of oxygen.

MAJOR CHANGES: This bulletin replaces Bulletin No. Z-61, Revised, May 5, 2003, "Oxygen Use In Schools." The content and telephone numbers have been updated.

GUIDELINES: The following guidelines apply.

GENERAL INFORMATION

Students using oxygen may use one of several oxygen-supplying units available, including high pressure gas cylinders, liquid oxygen or oxygen concentrators.

The IEP team, with recommendations from the credentialed school nurse, will determine the appropriate school placement for the student. The site administrator must also consult with Student Health and Human Services, the Office of Environmental Health and Safety, and Transportation Branch for special requirements prior to the admission of an oxygen-dependent student.

The administration of oxygen for the medical needs of students requires special training. The credentialed school nurse will train and supervise the appropriate personnel who accompany the student with oxygen during the school day, during school-sponsored activities, and during transportation.

STUDENT HEALTH SERVICES

After establishing with the parent that the student will require the administration of oxygen at school, the school nurse shall initiate the required forms listed below:
 1. "Parent Authorization for Specialized Physical Health Care" (Form 33.63). This remains on file with the student's health records.



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2. “Physician Authorization for Specialized Physical Health Care Services” (Form 33.64) is submitted with a copy of the District Nursing Services, “Oxygen Therapy Protocol” to the student’s physician for orders including liter flow and any special instructions.
 - a. Consult with the Local District Nursing Office or the appropriate District Nursing Personnel at (213) 763-8374 for guidance and direction.
 - b. Consult with the appropriate Local District Special Education Nurse and oxygen vendor to arrange in-service training with the oxygen vendor for the site administrator, teachers, health care assistant, and plant manager. The parent or guardian and child must also attend with their equipment. This in-service will include replacing and handling additional oxygen cylinders or containers.
 - c. Based on physician orders, calculate and determine the amount of oxygen needed in the oxygen tank or container for the child to attend school daily and communicate this information to the appropriately trained person who will accompany and provide services to the student.
 - d. Inform parent/guardian that all parent provided supplies indicated on LAUSD oxygen protocol are to accompany child to school each day.
 - e. Notify the Transportation Branch when the student has medical clearance for busing.

TRANSPORTATION

Prior arrangements for the transportation of oxygen-dependent students must be made through the Transportation Branch, Safety Center at (323) 342-1390. An oxygen-dependent student, whether ambulatory or in a wheel chair, may be transported on the school bus, only when accompanied by appropriately trained district personnel or a private duty nurse. Only one oxygen container is allowed on the school bus during transportation. Appropriately trained personnel will determine if the oxygen container is adequately full upon receiving the student, as directed by the school nurse. The oxygen container shall be secured either to the bus seat, sidewall or wheelchair. Prior to busing, the Transportation Branch must inspect and approve the methods of securing the oxygen container to the wheelchair, and of securing the wheelchair to the bus. If the wheelchair cannot be properly secured on the bus, the parent or guardian is responsible for having the wheelchair modified. The cost of modification is the parent’s responsibility. If modifications cannot be made, the parent will be reimbursed by the District for approved alternate transportation.

SAFETY

Oxygen can be handled and stored with little or no danger, if proper safety precautions are followed. Generally, oxygen is nonflammable but can support combustion if a substantial leak occurs near a source of ignition. An ABC fire extinguisher must be located on the bus, in the classroom, health office or where the oxygen is stored. Smoking is strictly prohibited in the proximity of oxygen.



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The Office of Environmental Health and Safety must be contacted for information and clearance regarding proper handling and storage of oxygen. Listed below are some general guidelines:

1. All Oxygen-Supplying Equipment
 - a. Do not use within five feet of electrical appliances such as stoves or heaters.
 - b. Keep away from heat or open flame.
 - c. Do not use near combustible materials such as oils, grease, aerosol sprays, lotions, solvents or tincture (i.e., green soap). These substances, when combined with oxygen, can greatly increase the potential for fire hazard and personal injury.
 - d. The oxygen container must be safely positioned during the school day. Students and staff should be aware of tripping hazards created when the tube extends from the unit to the user.

2. High Pressure Cylinders (approximately 22 liters):
 - a. Cylinders must be secured (i.e., portable cart to table, or to the wheelchair) to prevent tipping or falling, which could result in the separation of the valve assembly from the cylinder, causing the cylinder to become a projectile.
 - b. Valves should be kept free of oil grease, or other readily combustible materials. Hands must be clean (i.e., no hand lotion) when replacing cylinders.

3. Liquid Oxygen:
 - a. If there is spillage, keep the liquid away from the skin, eyes, and clothing. Liquid oxygen can freeze the skin.
 - b. Never touch the frosted parts of the portable oxygen unit.

4. Oxygen Concentrators:
 - a. Where concentrators are used, the school must be supplied with an alternate source of oxygen, such as a spare oxygen cylinder.
 - b. Filters must be in place and totally dry before operating the unit.
 - c. Ventilation parts must be unobstructed by any items such as blankets or foam which may impede ventilation.

5. Oxygen Cylinder Storage:

The number of oxygen cylinders to be stored at the school will be determined by the school nurse and the student's physician. The parent or vendor is responsible for supplying and transporting additional oxygen cylinders to be stored at school.

Cylinders must be stored in a well ventilated, protected and dry area such as the health office. Lockers and cupboards are not proper storage areas since they are not ventilated. Cylinders must be stored in an upright position securely fastened to the wall or in a storage rack. Call your Local District Facilities Director to

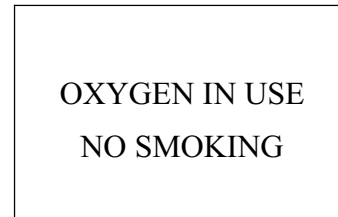
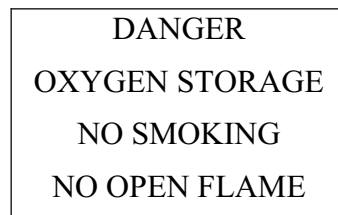


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secure fastenings to the wall. Cylinders must not be stored near combustible materials or any other ignition source likely to cause or accelerate fire.

6. Signs and Labeling:

- a. Post appropriate signs in areas where oxygen is used and stored. Examples are shown below:



Signs may be obtained through the Local District Facilities Director or oxygen vendors.

- b. Labels provided by the manufacturers must be affixed to the oxygen containers. These include Department of Transportation and United States Pharmacopoeia Labels (Oxygen, Non-Flammable, UN 1072).

AUTHORITY: These issues are regulated by California Code of Regulation, Title 12, Motor Vehicles: Title 8, General Industry Safety Order and applicable fire codes.

RELATED RESOURCES: Guidelines and Procedures for Meeting the Specialized Physical Health Care Needs of Pupils, CDE, 1990.

ASSISTANCE: For assistance or further information regarding the administration of oxygen, contact District Nursing Services at (213) 763-8374.

For information regarding safety procedures, contact the Office of Environmental Health and Safety at (213) 241-3199.

For information regarding the transportation of oxygen dependent students, contact the Transportation Branch at (323) 342-1400.