

## STANDARD OPERATING PROCEDURE DOCUMENT (SOP)

Title	Use of Nebulisers in Fleet Vehicles & Urgent Care Centres		Doc. No.	CL048
Scope	Operational Directorate	Clinical Directorate		
Purpose	To ensure the consistent and safe use of nebulisers available for patients in each of the fleet cars and Urgent Care Centres.			
Guidelines	Nebulisers may be used to ease patient symptoms whilst at home and possibly avoid admission to hospital.  This treatment should not replace hospital referral – if the patient requires referring to hospital then this must be a clinical decision and acted upon accordingly.			
PROCEDURE			RESPONSIBILITY	
1	Each med car and Urgent Care Centre (UCC) is equipped with a nebuliser:  <ul style="list-style-type: none"><li>Med cars - nebuliser placed in boot</li><li>UCCs - placed in the store room / cupboard, locations may vary from site to site please ensure you are familiar with where this is located</li></ul> It is the responsibility of the clinician to set-up the nebuliser accordingly when required for a patient. The nebuliser case contains the following:  <ul style="list-style-type: none"><li>Cars – Nebulisers are in a grey carry bag and contain<ul style="list-style-type: none"><li>five nebules</li><li>two adult masks</li></ul>(child masks are not included in UC24 vehicles for home visits)</li><li>UCCs – Nebulisers are stored in the designated store cupboard for UC24 with at least one adult mask and one child mask placed inside. There should also be an additional supply of masks stored with the general stock</li></ul>		Urgent Care 24 Receptionist / Driver / Clinician	

	<p><b>Please note that masks are single use only, should be disposed of after use and not shared from patient to patient.</b></p>	
2	<p>If the nebuliser is used the clinician must write out a prescription for the nebules used.</p> <p>The prescription must be either:</p> <ul style="list-style-type: none"> <li>handed to the receptionist and placed for return with the general prescriptions</li> <li>placed in the A or B box if other prescriptions have been written</li> <li>handed back to the shift manager / home visit dispatcher upon return of shift with other clinical items i.e. prescription pads</li> </ul> <p>The clinician is to inform the driver or receptionist if the nebuliser is going to be used for some time so they can inform Wavertree HQ of the situation.</p>	Urgent Care 24 Clinician / Driver / Receptionist
3	<p>If the nebuliser is used the Driver or receptionist is to:</p> <ul style="list-style-type: none"> <li>contact Wavertree HQ and inform the shift manager or home visit dispatcher that it has been used</li> <li>ascertain from the clinician and inform the above approximately how long this may take or if there will be any delays to the home visit from the clinician</li> <li>shift manager to log on report and liaise with driver to monitor the situation</li> <li>shift manager to clearly state the med car number on report – this is to enable a consistent and safe supply of nebules for use with a <b>maximum</b> of five being stored in the vehicle at any time</li> <li>driver / receptionist to remind clinician to write a prescription and ensure it is stored safely</li> </ul>	Urgent Care 24 Driver / Receptionist / Clinician / Shift Manager
4	<p>Medicines management will replace the stock as required according to the information provided by the driver to ensure adequate levels of stock are maintained in the vehicles.</p>	Urgent Care 24 Medicines Management Team
5	<p>Appendix A explains how to use the nebuliser.</p>	Urgent Care 24 Clinician / Driver

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Title		Use of Nebulisers in Fleet Vehicles & Urgent Care Centres		Doc. No.	CL048
Version			V2		
Supersedes			All previous versions		
Approving Managers/Committee			Service Delivery Directorate		
Date Ratified			19.07.16		
Department of Originator			Medicines Management		
Responsible Executive Director			Chief Operating Officer		
Responsible Manager/Support			Service Managers		
Date Issued			July 2016		
Review Date			May 2020 <i>(or when there is a change in the procedure)</i>		
Target Audience			All Clinical and Non-Clinical Staff		
Version	Date	Control Reason		Accountable Person for this Version	
V1	July 2016	New SOP due to introduction of nebulisers in fleet cars		Medical Director / Medicines Management	
V2	January 2017	Reviewed and updated to include UCCs		Logistics Manager	
Reference documents		Electronic Locations		Locations for Hard Copies	
		Urgent Care 24 Intranet		Standard Operating Procedures File in the Call Centre	
Document Status: This is a controlled document. Whilst this document may be printed, the electronic version maintained on the UC24 Intranet is the controlled copy. Any printed copies of the document are not controlled.					

# Appendix A

## How to Use the Nebuliser

### How to Use a Nebuliser

If you have a medical disease that affects your breathing, such as pneumonia, asthma, chronic obstructive pulmonary disorder, or respiratory infection, you might need to use a nebuliser. A nebuliser is an electric machine powered by an outlet and plug. It turns liquid medication into a fine mist that is inhaled into the patient's lungs by a mouthpiece or a facemask. This delivers the medicated mist and helps the patient breathe better.

**2. Place the medication into the nebuliser.** Unscrew the top of the nebuliser cup and put the prescribed medication into the nebuliser. Many types of respiratory medications for nebuliser treatments come in pre-measured doses. If yours is not pre-measured, measure out the exact amount prescribed for one dose. Secure the top tightly to prevent the medication from spilling out.



**3. Attach the mouthpiece.** Secure it to the nebuliser cup. Although different manufactures may have slightly different jet nebulisers, most mouthpieces will attach to the top of the nebulizer cup.



**4. Connect the tubing.** Attach one end of the oxygen tubing to the nebuliser cup. On most types of nebulisers, the tubing will connect on the bottom of the cup. Connect the other end of the tubing to the air compressor used for nebulisers.



**5. Turn on the air compressor and use the nebuliser.**

**6. Turn off the nebuliser and clean up.** Don't wash the tubing, replace any tubing and masks used.



**This treatment should not replace hospital referral – if the patient requires referring to hospital then this must be a clinical decision and acted upon accordingly.**