Preface

ASHI is a member of the National First Aid Science Advisory Board co-founded by the American Red Cross and American Heart Association®, Inc., and a contributor to the 2005 Consensus of First Aid Science and Treatment Recommendations.

Emergency Oxygen Administration is based upon the following standards, guidelines, regulations, and recommendations:
- National Guidelines for First Aid Training in Occupational Settings. Guidelines for a first aid oxygen administration enrichment program.
- Compressed Gas Association.
- U.S. Department of Transportation.

ASHI offers training and certification programs in emergency care and occupational safety and health for corporate America, government agencies, and emergency responders. To learn more about ASHI, visit www.ashinstitute.org.

ASHI has used reasonable effort to provide up-to-date, accurate information that conforms to generally accepted recommendations at the time of publication.

Science and technology are constantly creating new knowledge and practice. Like any printed material, this publication may become out of date over time. Guidelines for safety and recommendations for treatment cannot be given that will apply in all cases as the circumstances of each incident often vary widely. These recommendations supersede recommendations made in previous ASHI programs.

Alert Emergency Medical Services (EMS) or activate your emergency action plan immediately if you are not sure an emergency exists or when any victim is unresponsive, badly hurt, looks/acts very ill or quickly gets worse.

Signs and symptoms may be incomplete and can vary from person to person. Do not use the information in this program as a substitute for professional evaluation and diagnosis from an appropriately qualified and licensed physician or other health care provider. Local or organizational physician-directed practice protocols may supersede recommendations in this program.

Municipal, state, provincial, national or federal regulations are governmental orders having the force of law.

In the United States, Canada and most other industrialized countries, workplace safety regulations and occupational licensing requirements prescribe scope of practice, rules, standards and conditions that every training agency, program, Instructor and licensed person must comply with. ASHI Training Centers and their authorized Instructors must be completely familiar with the regulations and licensing requirements of persons to whom they offer training and certification. Training Centers and authorized Instructors must not advertise, represent or otherwise promote that their programs will meet specific regulations or licensing requirements unless and until such is confirmed with the licensing authority and/or ASHI.
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*NOTE: Written Exams, Performance Evaluations, Course Roster and Student Skill Record are located on the accompanying CD.*
# Program Standards

<table>
<thead>
<tr>
<th>Program name</th>
<th>Emergency Oxygen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intended audience</td>
<td>Community and workplace lay rescuers.</td>
</tr>
<tr>
<td>Prerequisites</td>
<td>BLS/CPR (with or without an AED) and Basic First Aid (may be taught concurrently).</td>
</tr>
<tr>
<td>Required training</td>
<td><em>Emergency Oxygen Administration</em> student text (one per participant), <em>Emergency Oxygen Administration Instructor Guide</em> (one per instructor).</td>
</tr>
<tr>
<td>materials</td>
<td></td>
</tr>
<tr>
<td>Recommended initial</td>
<td>About 3 hours.</td>
</tr>
<tr>
<td>instruction time</td>
<td></td>
</tr>
<tr>
<td>Recommended renewal</td>
<td>About half the initial instruction time</td>
</tr>
<tr>
<td>instruction time</td>
<td></td>
</tr>
<tr>
<td>Maximum student-to-</td>
<td>12:1 (24:1 with assistant instructor).</td>
</tr>
<tr>
<td>instructor ratio</td>
<td></td>
</tr>
<tr>
<td>Maximum student-to-</td>
<td>6:1</td>
</tr>
<tr>
<td>oxygen system ratio</td>
<td></td>
</tr>
<tr>
<td>Successful completion</td>
<td><em>Written Exam:</em> Recommended for designated responders (70% or better on the 14-question written test)</td>
</tr>
<tr>
<td>(certification)</td>
<td><strong>Performance Evaluation:</strong> Required for all (perform competently without assistance).</td>
</tr>
<tr>
<td>Certification period</td>
<td>Up to 2 years, recommended annually.</td>
</tr>
<tr>
<td>Notes</td>
<td>1. Be prepared for this program by researching the specific emergency oxygen system and delivery devices participants will be using. Be familiar with any local or state emergency oxygen administration regulations and policies.</td>
</tr>
<tr>
<td></td>
<td>2. Instructors bear the responsibility of ensuring that each participant meets the skill objectives for successful completion.</td>
</tr>
<tr>
<td></td>
<td>3. Occupational regulatory or licensing agencies may require written tests, additional content, additional hours of instruction, or other practices.</td>
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<tr>
<td></td>
<td>4. Recommended instruction time may be reduced via self-instruction, blended learning, † or challenges.</td>
</tr>
</tbody>
</table>

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* Duty or employer expectation to respond.

† This refers to training in which the knowledge elements reside on a computer or online and the skill elements are demonstrated and practiced in the classroom. Only ASHI-approved web-based media content may be used.

Instructor Guide

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Core Knowledge Objectives

Method: Instructor-led lecture or group discussion and self-instruction (computer resident or Web-based)

1. Explain the importance of emergency oxygen.
2. Describe the difference between emergency oxygen and medical oxygen.
3. Identify the parts of an emergency oxygen system and understand their function.
4. Describe safe storage practices.
5. Describe safe handling practices.
6. Explain when and how to check, maintain, and clean an oxygen system.
7. Describe an emergency action plan for emergency oxygen use.
8. Explain when and how to administer emergency oxygen.

Core Skill Objectives

Method: Physical skill demonstration by student in classroom assessed by authorized instructor

1. Demonstrate how to assemble an emergency oxygen system.
2. Demonstrate how to turn an emergency oxygen system on and off and determine if oxygen is flowing.
3. Demonstrate how to attach tubing to a delivery mask.
4. Demonstrate how to safely and correctly integrate use of emergency oxygen when attending to a responsive victim who is breathing.
5. Demonstrate how to safely and correctly integrate use of emergency oxygen when attending to an unresponsive victim who is breathing.
6. Demonstrate how to safely and correctly integrate use of emergency oxygen when attending to an unresponsive victim who is not breathing (may be integrated into CPR performance evaluation)

Challenging the Program

Experienced students may wish to challenge the Emergency Oxygen Administration course by demonstrating adequate (competent) performance of skills. Skills must be adequately (competently) performed. Participants must arrive prepared for skill testing and must perform competently without assistance on each skill or perform competently without assistance on all three performance evaluations. A warm-up or skills review session may be conducted before the challenge, but must be clearly separated from the challenge itself. Students who cannot perform competently without assistance have not successfully completed the course. If unsuccessful, students seeking certification must complete a full course.
Recommended Course Schedule

Break for at least 5 minutes each hour.

<table>
<thead>
<tr>
<th>Section</th>
<th>Time (minutes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1: Introduction</td>
<td>20</td>
</tr>
<tr>
<td>Section 2: Emergency Oxygen Equipment</td>
<td>15</td>
</tr>
<tr>
<td>Section 3: Safety and Storage</td>
<td>15</td>
</tr>
<tr>
<td>Section 4: Emergency Oxygen Maintenance</td>
<td>15</td>
</tr>
<tr>
<td>Section 5: Emergency Action Plan Considerations</td>
<td>15</td>
</tr>
<tr>
<td>Section 6: Emergency Action Steps</td>
<td>60</td>
</tr>
<tr>
<td>Section 7: Conclusion</td>
<td>33</td>
</tr>
<tr>
<td>Breaks</td>
<td>15</td>
</tr>
<tr>
<td>Total approximate minutes</td>
<td>188</td>
</tr>
</tbody>
</table>

**Total approximate hours** 3

Program Description

**Goal**
The goal of this program is to provide learners a valuable and enjoyable hands-on training experience. The fundamental objective is to teach a simple, practical approach that helps students develop the knowledge, skills, and the confidence necessary to provide first aid care with emergency oxygen for all suddenly ill or injured victims.

**Definition**
For the purpose of this program, emergency oxygen is defined as a device has a constant fixed flow rate of not less than six (6) liters per minute that provides oxygen for a minimum of 15 minutes. This program is intended for individuals who do not work in the healthcare field but are required or desire proper training in the first aid use of emergency oxygen, including emergency response teams in business and industry. American Safety and Health Institute (ASHI) certification may only be issued when an ASHI-authorized Instructor verifies the student has successfully completed and competently performed the required core knowledge and skill objectives of this program.

**Integration**
This program is designed as a supplement to - not a replacement for - formal training in basic life support (CPR/AED) and first aid. *Emergency Oxygen Administration may* be integrated with other ASHI Programs where necessary or desired. Shared skill and knowledge objectives need not be repeated. Each student is required to have the approved Student Handbook for each program. “Take Home” books are strongly recommended. Program standards, including student-to-instructor ratios, must be maintained.
Endnotes

1 RH Dave Developing and Writing Behavioral Objectives', 1970
9 Romizowski, AJ. Basic Steps of Development of Skills ©1999
18 Safe Handling of Compressed Gases in Containers, Compressed Gas Association, Inc. 4/14/2000 [18-Jul-06]