



## INODAYA Hospitals - Kakinada

Documentation code:

INH/MOM.Doc.no:30

### Policy on Use Of Medical Gas

Prepared date: 11/11/2025

Reference: MOM.11.NABH Standards – 6<sup>th</sup> Edition

Issue Date: 11/11/2025

Issue no: 01

Review No: 0

Review date: 10/11/2026

#### 1.0 Purpose:

To ensure the ready availability of medical supplies and consumables to meet the patient needs and to establish proper guidelines for the procedure to be followed while procuring medical supplies and consumables that are not available in the hospital.

#### 2.0 Scope

- This policy shall apply to all persons who have access to, use of, or are responsible for the supply of medical gas services in the hospital's properties.
- This policy shall apply to the supply, delivery, installation and maintenance of the medical gas service from the point of supply, up to and including the terminal outlets.
- This policy shall lay down the mandatory requirements of the hospital for the activities associated with the service for the supply of:
  - i. Medical Oxygen
  - ii. Nitrous Oxide
  - iii. Nitrous Oxide / Oxygen [Entonox]
  - iv. Medical Compressed Air
  - v. Medical Vacuum
  - vi. Anaesthetic Gas Scavenging Systems

#### 3.0 Policy for procuring medical supplies and consumables

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Ms.K.Chandrakala	Dr.Gowtham Krishna	Mrs.Lakshmi Lavanya
Chief Biomedical Engineer	Medical Director	Chief Executive Officer



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- 3.1 The purchase department shall oversee the organization medical supplies and consumables use and take care of the medical supplies and consumables procurement based on the consumption.
- 3.2 The authorized sources of suppliers have been identified and purchase department shall maintain the copies of CST, APGST, Drug License of all the authorized sources of supply
- 3.3 All the medical supplies and consumables shall be procured only from the authorized sources of suppliers.
- 3.4 An appropriate selection of medical supplies and consumables for usage shall be stocked in the in-house stores to meet the patient needs.
- 3.5 The purchase department shall maintain a list of all the vital medical supplies and consumables and shall ensure that a minimum stock is always available.
- 3.6 On occasion, when medical supplies and consumables not stocked are needed, the purchase department shall place orders to the nearby local sources of authorized stockiest and distributors and if not available, enquire and procures medical supplies. If not, procures medical supplies from the other out station suppliers.

#### 4 Operational Responsibilities

All clinical and non-clinical staff having access to piped medical gases

This policy shall cover all operational aspects of the Medical Gases Pipeline System (MGPS) including the following:

- Key personnel

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- Training
- Communications
- Permit to Work
- Contractors
- Medical equipment purchase
- Cylinder, medical gas ordering and handling
- Emergency procedures
- Monitoring of the policy
- Records

#### Key Personnel

- The following personnel shall have specific responsibilities within this policy:
- The Hospital administrator shall have the ultimate managerial responsibility for the adequate allocation of resources, personnel and the organization in which the MGPS is installed.
- The in-charge of facilities shall have the overall responsibility for the hospital and should monitor the implementation of this policy.
- The Authorized Person/ Maintenance personnel [MGPS] shall be responsible for the maintenance and management of the MGPS. The Authorized Person shall ensure that the MGPS is operated safely and efficiently and should be the

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only person who can decide whether or not the system should be put into use. The Authorized Person shall be suitably trained and should be reassessed every three years. There shall be at least one authorized person employed at any one time.

- The Maintenance personnel shall be responsible for the daily monitoring of the contents of the MGPS and the reordering of gases, [bulk and cylinder] to ensure that there is no disruption to the supply.
- The Maintenance personnel shall also be responsible for the quality control of the medical gases at the terminal outlet in accordance with the validation and verification.
- The Designated Medical / Nursing Officer shall be the person who agrees to any interruption to the supply in liaison with the Authorized Person. Nurses shall be trained to shut off medical gases in case of an emergency.
- The Hospital Administrator is responsible for the purchase, maintenance and use of medical equipment connected to the MGPS.
- Medical gas cylinders shall be kept in cylinder store except when stored on the ward for use, where they shall be stored in a cylinder trolley conforming to the law of the land.
- All safety precautions shall be taken when moving and handling medical gas cylinders.
- New cylinders shall be visually checked for the appropriate labeling date and

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itemized in the invoice book and log book.

- Label shall be checked for correct gas being used. The gas is within date for use (expiry date not passed). The cylinder is free from rust and the complete label is intact. The cylinder has been supplied with an intact seal, which is removed when the regulator is attached
- That all untoward incidents involving a medical gas shall be reported immediately to the Administrator and an Incident report will be raised. Root cause analysis of incident will be done to prevent recurrence of such incidents.

### Training

- Training shall be essential in order to ensure that all key personnel have a sound general knowledge of the principles, design and functions of their MGPS.
- All authorized and competent persons [MGPS] shall have had suitable training and should be sufficiently experienced and familiar with their particular installation.
- The medical and nursing staff who use the MGPS shall be trained in the use of the system, in particular, how to isolate the supply locally, and how to implement the emergency procedures.

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### Communications

- All staff that is involved in the use, installation and maintenance of MGPS shall be aware of the operational policy and their specific duties contained within.
- Before any routine planned work is carried out on the MGPS, the authorized person must advise the following:
- Where programmed work is planned, 28 days notice in writing shall be given before commencement. Where routine maintenance requires unplanned repairs, then at least 7 days notice in writing shall be given.
- Where urgent repairs are required, it shall not be possible to give any notice. Under these circumstances the authorized Person shall advise the Medical / Nursing staff the situation and the anticipated downtime.

### 3.0 Responsibility:

#### 3.1 Purchase department, pharmacist

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