

Title of Document	Inhalers
Name of Department	Clinical Team

What type of document is this?	Work Instruction (WI)	This is a simple guide to follow in order to complete a particular task	
Which Helping Hands policy/SOP does this WI relate to?	N/A	Index number of policy/SOP	N/A

Which Operational Priority/Priorities does this document link to?	Governance Framework	Superior Client Care	People, Performance & Culture	Business Growth

Custodian of document	Clinical Team	Committee/Group responsible for this document	Quality & Governance Committee
Approval date and committee chairperson signature	10.11.23	When is its next scheduled review?	10.11.26

Who does it apply to?	All staff at the facility / All staff working with clients					
	Does it apply to bank workers?	Yes	Does it apply to agency staff?	No	Does it apply to third party contractors?	No

Purpose of the Work Instruction	To ensure that all staff who work with customers have competency and knowledge to deal with Inhalers
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Inhalers Work Instruction

1.0 Purpose

In order for drugs to reach the lungs, they must be delivered in an aerosol form. The aerosol penetrates the airways allowing the drug to be quickly absorbed by the alveoli.

There are three ways which the aerosol can be produced; by nebuliser, pressurised metered dose inhalers or drug powder inhalers. See separate work instruction for nebuliser use.

Metered dose inhalers (MDI) involve a medication being suspended in a small handheld aerosol can in the form of a spray, mist, or fine powder. The aerosol has a valve which ensures that a metered dose is administered to ensure that they release a fixed volume of medication.

Dry powder inhalers (DPI) involve a powder being delivered into the lung by a breath activated device. Common types of these inhalers include the Accuhaler or Turbohaler.

In order to increase the effectiveness of the customer using the inhaler if they require assistance with pushing down on the canister of the inhaler then a spacer should be used. If no spacer is being used the customer should be able to administer this independently using the process detailed below.

2.0 Process

- 2.1 Complete hand hygiene / wash and dry hands
- 2.2 Explain the procedure to the customer and gain their consent.
- 2.3 Support the customer to sit in an upright position, either sitting in a chair or in bed.
- 2.4 Check the support plan to ensure that you are administering the correct dose of medication at the correct time.
- 2.5 Remove the mouthpiece cover from the inhaler and shake the inhaler well for 2-5 seconds, prime the inhaler if using a DPI.
- 2.6 Ask the customer to seal their mouth and lips around the mouthpiece of the inhaler or spacer if using an MDI.
- 2.7 Ask the customer to tip their head back slightly and inhale slowly and deeply through the mouth. If using an MDI depress the canister fully.
- 2.8 Instruct the customer to breathe in slowly for 2-3 seconds and hold their breath for approximately 10 seconds.
- 2.9 Instruct the customer to wait 20-30 seconds between inhalations of the same medication or 2-5 minutes between different medications.
- 2.10 Wash the spacer with hot soapy water after use and wash your hands.
- 2.11 Customer should be encouraged to rinse their mouth out after use to prevent the risk of oral thrush developing.
- 2.12 Document the procedure in the customer's visit record notes and complete the MARS.

3.0 Training

Sign off training can be achieved by the carer completing the online Learning Management System (LMS) module followed by training from an ACID trained staff member.

Note – Equality Impact Assessments are not required for Work Instructions

What was the previous version number of this document?	Version 01	
Changes since previous version	Amendments to 1.0, 2.0	
Author of the document	Clinical Team	
Who was involved in developing / reviewing/ amending this work instruction?	Clinical Nursing Team	
How confidential is this document?	Public	Can be shared freely within and outside of Helping Hands

Associated Documents	Training & Competency Form – Academy Inhaler Fact Sheet	
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