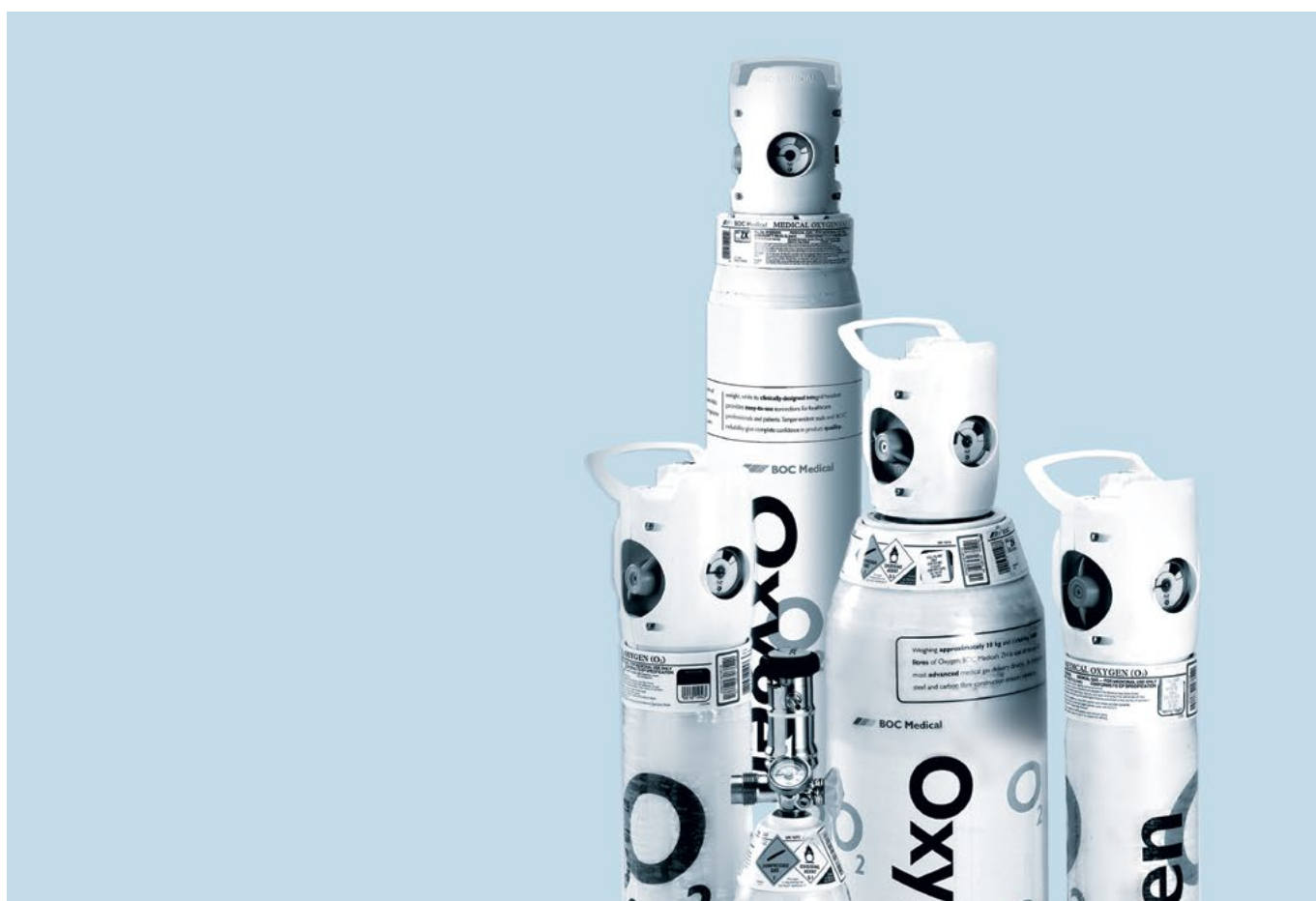


Oxygen Cylinders A User Guide



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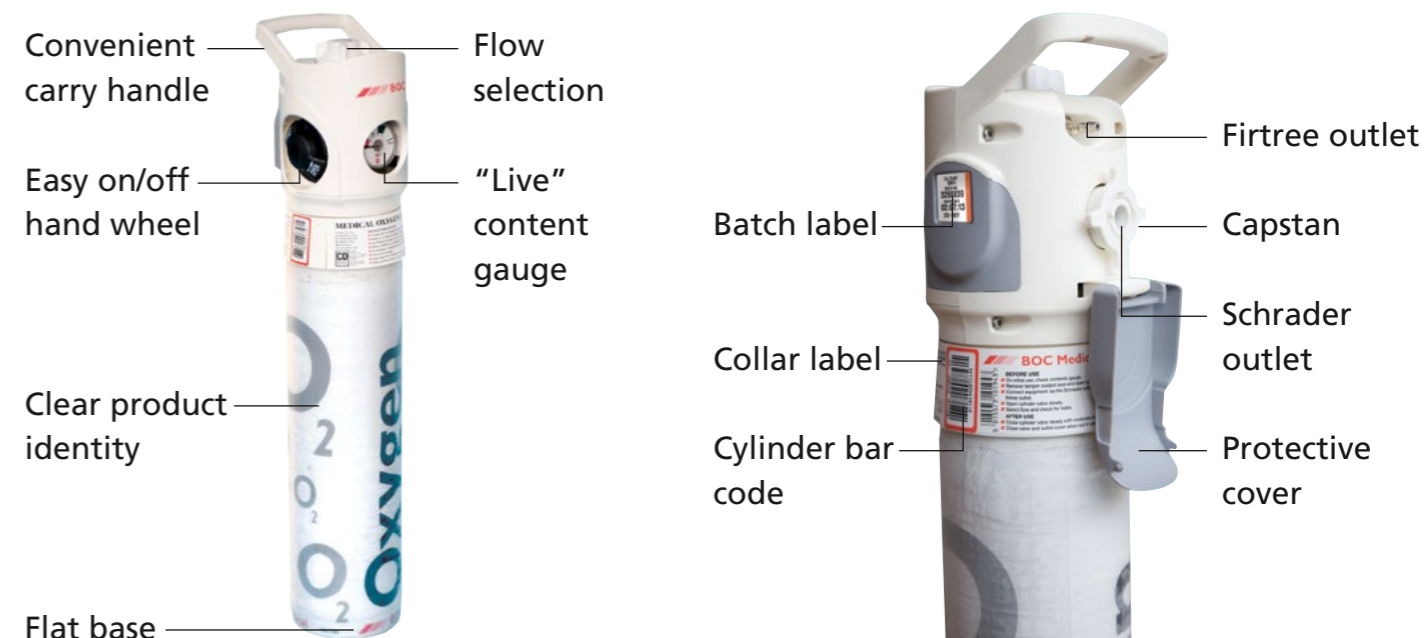
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Important: Please ensure you read all material given to you by the BOC Technician before using your oxygen equipment. Please follow all guidance regarding not smoking, nor allowing others to smoke near your equipment.

We supply different types of cylinders, dependent on your oxygen prescription. Oxygen is delivered to you via tubing from the cylinder which connects to either a mask or cannula.

The features of your cylinder



A live gauge indicates gas levels. This is in four quarters. Green indicating a full cylinder and red indicating that you are on the last 25% of your oxygen on this cylinder.

If there were to be a fault with your cylinder please close the on/off hand wheel and phone the patient service centre on **0800 136 603** who will ask you for information from the collar label on the cylinder.

Initial safety checks

Before handling cylinders ensure your hands are clean. If you have been using alcohol based gel or liquids to decontaminate your hands make sure your hands are dry and the alcohol has totally evaporated.

When selecting the cylinder for use, check that the cylinder is clean and free from any damage. Ensure the cylinder is free from oil and grease, particularly around the valve outlet.

Getting started

If the cylinder has been used before, make sure you have enough oxygen with you by inspecting the contents gauge. If the needle is in the red zone there is limited capacity and you may need to change the cylinder (see duration chart on page 8).



1. Ensure you have the correct medical gas by checking the cylinder label.



2. Check the expiry date on the batch label fitted to the cylinder.



3. Make sure the contents gauge is in the green zone. This indicates that the cylinder is FULL.



4. Remove the tamper evident handwheel cover by pulling the tear ring. **Discard the cover into the recycle bin.**



5. Open the hinged valve outlet cover. Do not remove the hinged cover, but should it fall off, don't worry: it can be put in your recycling bin.

Important note:

When setting up or using your cylinder do not place it on the bed or soft furnishings as an oxygen leak could lead to oxygen enrichment of the materials making them vulnerable to ignition.

Using the cylinder



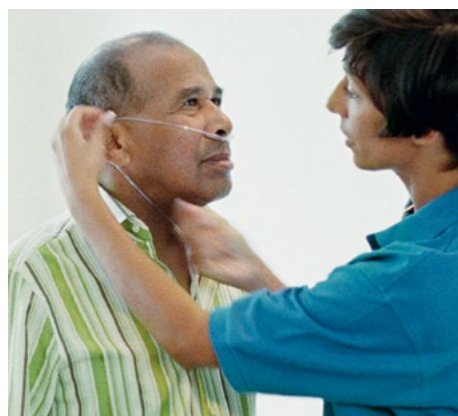
1. Attach your tubing to the outlet.
Ensure the tubing is pushed on securely. Then turn the cylinder so that the oxygen outlet is facing away from you, before moving to Step 2.



2. Slowly turn on the cylinder by rotating the hand wheel anticlockwise until it comes to a complete stop. Your homecare technician can do this for you upon delivery if you are struggling with this. **Do not use excessive force.**



3. Set the prescribed flow by rotating the dial flow selector.
Ensure that the correct flow rate number is clearly visible in the flow selector window.



4. Place a mask or nasal cannula onto yourself or user.
If using a mask ensure a good seal. Check the gas is flowing and that there are no leaks.⁽¹⁾



5. Check the contents gauge at regular intervals, to ensure there is sufficient gas.

⁽¹⁾ **Note:** If you suspect that you have a leak, turn off the cylinder and check the equipment is properly connected. Turn on the cylinder and re-check for leaks. If the leak continues, turn off and quarantine the cylinder outside the home and away from other cylinders. Contact the patient service centre on **0800 136 603**.

Selecting the correct flow rate using your DD or DF cylinder

Dependent on your prescription, you may have been given one or a mix of different cylinder types. Our cylinders have a sticker on the top (or on the cylinder collar) indicating the cylinder type.

To ensure you get the right flow of oxygen when using a DD or DF cylinder you must follow the instructions below.

Always make sure that you can see the flowrate your doctor has prescribed in the window on the flow selector knob on top of the cylinder.

The picture below shows the correct position:



If you have any queries then please consult your homecare technician or call the Patient Service Centre.

Any other positioning is incorrect and could result in no flow of oxygen or the incorrect flow. Therefore, it is important that you take care when selecting the flowrate.

Here is an example of incorrect flow:



Even when you are given a CD or ZA cylinder, make sure the flow selected is in the centre of the window.

Using a low-flow regulator



If you are prescribed a low flow (usually less than 1LPM) you will be given a low-flow regulator. The picture above shows different regulator types.

This regulator needs to be plugged into your cylinder and will become the new outlet valve.

Your cylinder will come with one or two different types of connection for your regulator to plug into (see picture below).



Once the regulator has been plugged into the cylinder, attach your tubing to outlet valve on the regulator, not the outlet valve on the cylinder (as shown in the picture below). Then turn the cylinder hand wheel anticlockwise, until it comes to a complete stop.



Turn the dial clockwise on the regulator to activate the oxygen flow. The flow will be displayed on the window within the regulator. Select the required flow for your prescription.



It is important when the oxygen is not in use to turn the regulator to zero.

After use



1. Turn off the cylinder by rotating the hand wheel clockwise until it comes to a stop.

Do not use excessive force.



2. Turn the flow selector to zero.



3. Replace the outlet cover.



4. Check the cylinder gauge, for content level (refer to duration chart).

Return the cylinder to a designated 'in use' or empty storage area.

Safety information and precautions

- Oxygen is a non-flammable gas, but strongly supports combustion.
- Do not store or use cylinders near naked flames, sources of ignition or combustible materials.
- Ensure the oxygen cylinders are stored in a safe and secure area where they cannot fall over and cause injury.
- Ensure separation of full and empty cylinders.
- Store oxygen cylinders in a well-ventilated area that is clean and dry, preferably inside.
- Smoking should not be permitted in the vicinity where cylinders are used or stored.
- Ensure labels remain clearly visible at all times. Labels must not be removed or covered and unauthorised labels must not be fitted to cylinders.
- Do not use oil or grease (or any-oil based products which include hand creams and make up) in the vicinity of an oxygen cylinder.
- Do not place the cylinder on your bed due to risk of oxygen enrichment of your bedding materials.
- If you clean the cylinder do not use any materials which contain ammonium or chlorine compounds.

Cylinder usage chart (overleaf)

How long will your cylinder last? (in hours unless otherwise stated)

- Note the duration is only approximate and for guidance only.
- If you use a conserving device, the cylinder can last up to 3 times longer than the stated duration.
- If you use different flowrates, please contact us for advice.

Oxygen cylinder duration chart

Nominal duration versus selected flowrate

Size	Flowrate* (lit/min)	Gauge contents*						
		Full (100%)		Half (50%)		Low (25%)		
		Duration (hours)	Duration (mins)	Duration (hours)	Duration (mins)	Duration (hours)	Duration (mins)	
ZA Dimensions: L390mm X D85mm Weight (full): 1.75 kg	15	0 hr 20 min	20 min	0 hr 10 min	10 min	0 hr 5 min	5 min	
	12	0 hr 25 min	25 min	0 hr 12 min	12 min	0 hr 6 min	6 min	
	10	0 hr 30 min	30 min	0 hr 15 min	15 min	0 hr 7 min	7 min	
	8	0 hr 37 min	37 min	0 hr 18 min	18 min	0 hr 9 min	9 min	
	6	0 hr 50 min	50 min	0 hr 25 min	25 min	0 hr 12 min	12 min	
	4	1 hr 15 min	75 min	0 hr 37 min	37 min	0 hr 18 min	18 min	
	2	2 hr 30 min	150 min	1 hr 15 min	75 min	0 hr 37 min	37 min	
	1	5 hr	300 min	2 hr 30 min	150 min	1 hr 15 min	75 min	
	0.5	10 hr	600 min	5 hr	300 min	2 hr 30 min	150 min	
	0.1	50 hr	3000 min	25 hr	1500 min	12 hr 30 min	750 min	
CD Dimensions: L520mm X D100mm Weight (full): 3.5 kg (please note that the low flow rates are for when a secondary flowmeter is being used)	15	0 hr 30 min	30 min	0 hr 15 min	15 min	0 hr 7 min	7 min	
	12	0 hr 38 min	38 min	0 hr 19 min	19 min	0 hr 9 min	9 min	
	10	0 hr 46 min	46 min	0 hr 23 min	23 min	0 hr 11 min	11 min	
	9	0 hr 51 min	51 min	0 hr 25 min	25 min	0 hr 12 min	12 min	
	8	0 hr 57 min	57 min	0 hr 28 min	28 min	0 hr 14 min	14 min	
	7	1 hr 5 min	65 min	0 hr 32 min	32 min	0 hr 16 min	16 min	
	6	1 hr 16 min	76 min	0 hr 38 min	38 min	0 hr 19 min	19 min	
	5	1 hr 32 min	92 min	0 hr 46 min	46 min	0 hr 23 min	23 min	
	4	1 hr 55 min	115 min	0 hr 57 min	57 min	0 hr 28 min	28 min	
	3	2 hr 33 min	153 min	1 hr 16 min	76 min	0 hr 38 min	38 min	
DD Dimensions: L520mm X D100mm Weight (full): 3.5 kg	2	3 hr 50 min	230 min	1 hr 55 min	115 min	0 hr 57 min	57 min	
	1	7 hr 40 min	460 min	3 hr 50 min	230 min	1 hr 55 min	115 min	
	0.5	15 hr 20 min	920 min	7 hr 40 min	460 min	3 hr 50 min	230 min	
	0.1	76 hr 40 min	4600 min	38 hr 20 min	2300 min	19 hr 10 min	1150 min	
	4	1 hr 55 min	115 min	0 hr 57 min	57 min	0 hr 28 min	28 min	
	2	3 hr 50 min	230 min	1 hr 55 min	115 min	0 hr 57 min	57 min	
	DF Dimensions: L690mm X D175mm Weight (full): 12 kg	4	5 hr 40 min	340 min	2 hr 50 min	170 min	1 hr 25 min	85 min
		2	11 hr 20 min	680 min	5 hr 40 min	340 min	2 hr 50 min	170 min
	ZH Dimensions: L595mm X D175mm Weight (full): 14 kg	15	2 hr 40 min	160 min	1 hr 20 min	80 min	0 hr 40 min	40 min
		12	3 hr 20 min	200 min	1 hr 40 min	100 min	0 hr 50 min	50 min
10		4 hr	240 min	2 hr	120 min	1 hr	60 min	
8		5 hr	300 min	0 hr 18 min	18 min	1 hr 15 min	75 min	
7		5 hr 42 min	342 min	2 hr 51 min	171 min	1 hr 25 min	85 min	
6		6 hr 40 min	400 min	3 hr 20 min	200 min	1 hr 40 min	100 min	
5		8 hr	480 min	4 hr	240 min	2 hr	120 min	
4		10 hr	600 min	5 hr	300 min	2 hr 30 min	150 min	
3		13 hr 20 min	800 min	6 hr 40 min	400 min	3 hr 20 min	200 min	
2		20 hr	1200 min	10 hr	600 min	5 hr	300 min	
1	40 hr	2400 min	20 hr	1200 min	10 hr	600 min		
	80 hr	4800 min	40 hr	2400 min	20 hr	1200 min		
0.1	400 hr	24000 min	200 hr	12000 min	100 hr	6000 min		

The cylinder duration times are approximate and are to be used as guidance. The cylinder contents gauge should be checked prior to use to ensure that there is sufficient gas available. These flowrates are intended as a guide only.

*Flowrate +/- 20% cylinder content +/- 5% variance from nominal values.

If you are visually impaired and require a copy of the above table in larger print, please contact us and we will be happy to send one out to you.

Cylinder deliveries

We have a duty of care to ensure that we only deliver the level of oxygen required by your latest prescription. If you should exceed this, our Patient Service Advisor will mention this when you next order.

If you only use oxygen cylinders occasionally, contact us to arrange for a delivery when you start your last cylinder.

Please ensure that all your full cylinders are stored separately from your empty ones to avoid confusion.

Cylinders can be ordered via telephone on **0800 136 603** or our home oxygen portal (www.bochop.co.uk).



Troubleshooting

Symptom	Possible cause	Solution
No flow.	1. Cylinder valve not open, or clickstop control set to zero.	1. Open cylinder valve and set control to prescribed flow.
	2. Kinked, blocked or split tubing.	2. Remove obstruction if possible. If split tubing, contact us.
	3. Empty cylinder.	3. Change the cylinder.
Low flow.	1. Regulator set incorrectly.	1. Set control to prescribed flow.
	2. Leaks from tubing connections.	2. Refit tubing.
	3. Kinked, blocked or split tubing.	3. Remove obstruction if possible. If split tubing, contact us.
Any other problem or if problem persists.		Contact us immediately on 0800 136 603 .

Dos and don'ts for all cylinder types

General

- Follow the advice we have given you about where to safely store and use your cylinders.
- Make sure your cylinders are stored in an area where they will not be knocked over. Where possible make sure your cylinders are stored upright. Should you need to lay them down, ensure that they cannot fall causing harm or damage.
- Ensure your full cylinders are segregated from your empties.
- Make sure you select a full cylinder from your cylinder stock. Check the cylinder content gauge.
- As with any medication, do not leave children alone with the oxygen.

Cylinder valves

- Never use excessive force when opening or closing the cylinder valve.
- Empty cylinders must be stored with the valve closed.

Clear label

- Never paint the cylinders. All labels and markings must remain clearly visible.

Leaks

- If a hissing noise is heard, check for the presence of a leak at the connection between the tubing and the outlet.
- Turn off the cylinder and notify us immediately. Isolate the cylinder.

Back-up cylinder

Should you have been supplied a static concentrator you will also have been supplied with a high capacity back-up cylinder for use in an EMERGENCY ONLY (such as a power cut). To ensure you have sufficient oxygen in an emergency situation, please do not use this cylinder for any other use.

Face masks and cannulae

Nasal cannula

A nasal cannula is a narrow, flexible plastic tube used to deliver oxygen through the nostrils. It connects to an oxygen source on one end and has a loop at the other end with dual pronged extended openings at the top of the loop. The prongs are slightly curved to fit readily into the front portion of the nostrils. The tubing of the loop is fitted over the ears and is brought together under the chin by a sliding connector that holds the cannula in place.

Face masks

An oxygen face mask is a plastic device that is shaped to fit over your nose and mouth. It is used to deliver oxygen as you breathe through either the nose or the mouth. An oxygen mask has holes either side which allows air to enter the mask and dilute the oxygen, as well as allowing exhaled carbon dioxide to leave the mask. It has narrow oxygen tubing fixed to the nozzle on the mask, the other end is then connected to the oxygen supply. An adjustable elastic band is connected to each side of the mask and slides over the head and above the ears to hold the mask firmly in place.

Hygiene

Use a soft damp cloth to regularly clean face masks and nasal cannulas in accordance with the manufacturer's instructions. Do not use cleaning agents.

Suggested replacement frequency

Mask and cannula condition can deteriorate with age and it is recommended that they are changed every month.

Cannulas can become blocked with nasal fluids. Where this is a problem more frequent replacement may be required.

Faulty cylinders

In the event you experience a fault with your cylinder, please segregate the cylinder immediately and call the Patient Service Centre (PSC) on **0800 136 603**. If possible please provide the Patient Service Centre information about the fault so that it can be investigated further. They will arrange for a homecare technician to tag and collect your faulty cylinder, which will undergo a full investigation, and also deliver your replacement.

Patient Information Leaflet

All medicines are supplied with a Patient Information Leaflet (PIL) and as oxygen is a licensed drug, it is our duty to share this with you. Please see below the current Patient Information Leaflet for Compressed Medical Oxygen. From time to time this may need to be revised. Up to date copies can be found at www.bochealthcare.co.uk or requested from BOC Healthcare.

Compressed Medical Oxygen Medicinal gas, compressed Package Leaflet: Information for the User

Compressed Medical Oxygen Oxygen 99.5% Medicinal gas, compressed

Read all of this leaflet carefully before you start using this medicine.

- Keep this leaflet as you may need to read it again.
- If you have further questions, ask your healthcare professional (doctor, nurse or pharmacist) or homecare provider.
- This medicine has been prescribed for you.
- Do not pass it on to others as it may harm them, even if their symptoms are the same as yours.
- If any of the side effects become serious, or if you notice any side effects not listed in this leaflet, please tell your healthcare professional or homecare provider immediately.

This leaflet gives you information about:

1. What is Compressed Medical Oxygen and what is it used for
2. Things to consider before use
3. How to use Compressed Medical Oxygen
4. Possible side effects
5. How to store Compressed Medical Oxygen cylinders
6. Further Information

1. WHAT IS COMPRESSED MEDICAL OXYGEN AND WHAT IS IT USED FOR?

Compressed Medical Oxygen is a medicinal gas, supplied in cylinders filled to a high pressure. Medical Oxygen is used:

- during anaesthesia and for recovery following surgery
- to treat or prevent oxygen deficiency in the body in many different situations such as:
 - surgery or major trauma such as a road traffic accident
 - heart attacks
 - severe blood loss
 - carbon monoxide poisoning
 - severe lung and heart conditions
 - very high fevers
- for resuscitation of adults, children and babies.
- for treatment of cluster headaches

2. THINGS TO CONSIDER BEFORE USE

Medical Oxygen is only prescribed to you by a healthcare professional.

Ensure that your healthcare professional is aware of any medical conditions that you may have.

Take special care when using Medical Oxygen if:

- your baby requires extra oxygen and is premature. Only give the amount of Medical Oxygen advised by your healthcare professional
- you are suffering from chronic lung disease, such as bronchitis or emphysema. The amount of Medical Oxygen used must be carefully controlled to the flow rate that has been prescribed to you by your healthcare professional
- you have accidentally taken Paraquat (a type of weed killer), advise your healthcare professional before using Medical Oxygen, as there is a possibility of toxic effects to the lungs
- you have raised carbon dioxide levels in your blood. In extreme cases this may lead to loss of consciousness

Taking other medicines

If you have been taking or prescribed Bleomycin (to treat cancer), Amiodarone (to treat an irregular heartbeat) or Nitrofurantoin and similar antibiotics (to treat infection), advise your healthcare professional before using Medical Oxygen, as there is a possibility of toxic effects to the lungs.

Tell your healthcare professional if you are taking or have recently taken any other medicines, including medicines obtained without a prescription.

Pregnancy and breast feeding

Medical Oxygen will not affect you or your baby if used during pregnancy or whilst breast feeding.

Driving and using machines

You may drive and use machines after using Medical Oxygen providing that your healthcare professional considers that you are both fit and capable.

3. HOW TO USE COMPRESSED MEDICAL OXYGEN

Instructions for use

DO NOT SMOKE or let anyone else smoke near your Medical Oxygen gas cylinder.

DO NOT USE your oxygen cylinder near open fires or naked flames as oxygen will make a flame burn much more violently.

NEVER use oil based moisturising creams with your cylinder equipment. If using alcohol gels allow plenty of time for the alcohol gel to dry before handling oxygen equipment.

Hospital use

In a hospital or clinic Medical Oxygen will be given to you by a healthcare professional. They will ensure that your Medical Oxygen supply is suitable for your use and that the equipment has been set up correctly so that you receive the right amount of oxygen.

To breathe your Medical Oxygen you will either be given a face mask or a nasal cannula. The prongs on the cannula are inserted into your nostrils and the tubing is placed over your ears and adjusted under your neck for comfort. The face mask or nasal cannula is connected to your oxygen system with the tubing provided.

Always use your Medical Oxygen exactly as your healthcare professional has shown you and at the correct flow rate. You should check with your healthcare professional if you are not sure.

Home use

If you are using the gas at home you will be given full training by your homecare provider on the use of the cylinder and equipment when you receive your first supply.

Always use your Medical Oxygen exactly as your homecare provider has shown you. You should check with your homecare provider if you are not sure.

Always ensure that your cylinder and any additional delivery equipment is kept free from oil and grease.

Ensure that the cylinder is stood upright on a flat surface so that it will not fall over. Small cylinders may be laid down if appropriate. Never place the cylinder on your bed when it is in use.

When using your Medical Oxygen cylinder, you must:

1. check the contents gauge on the cylinder before you start to make sure there is enough gas available for your use
2. remove tamper evident cover if the cylinder is being used for the first time
3. check that the tubing is correctly fitted to the fir tree outlet or the probe inserted into the Schrader outlet
4. open the cylinder valve slowly by rotating the hand wheel anticlockwise until it comes to a complete stop
5. if using the fir tree outlet, set the prescribed flow by rotating the dial flow selector

6. if a leak occurs, this will be evident by a hissing noise. Close the cylinder valve and check the connection of the tubing to the outlet. If the leak continues close the valve and contact your homecare provider
7. after use, turn the cylinder valve 'OFF' by rotating clockwise until it comes to a stop with moderate force only
8. close the valve when the cylinder is empty by rotating clockwise until it comes to a stop using moderate force only
9. vent integral valves by turning the flow selector to a flow setting and allow the gas to vent. Once empty, turn the flow selector to zero, disconnect equipment and replace outlet cover where fitted, after use

If you use more Medical Oxygen than you should

In most cases it is unlikely that an overdose could occur if you follow your healthcare professional's advice.

If you are concerned that you have used too much Medical Oxygen and feel unwell or if you have any questions on the correct use of Medical Oxygen, please ask your healthcare professional.

4. POSSIBLE SIDE EFFECTS

Like all medicines, Medical Oxygen may cause side effects, although not everybody will get them.

The side effects that may occur whilst using Medical Oxygen are:

- soreness of the chest associated with coughing and breathing difficulties after breathing pure oxygen for a prolonged period (6-12 hours). This is made worse by smoking and exposure to cold air
- dizziness, fits and loss of consciousness after 2-3 hours of exposure, which can occur if you are treated with high pressure (hyperbaric) oxygen in pressurised chambers
- eye damage (retrolental fibroplasia) which can result in blindness, which may occur with new born babies if they are exposed to oxygen concentrations of more than 40%

In patients with breathing disorders whose breathing is triggered by a reduced oxygen level in the blood, the administration of oxygen may further reduce breathing effectiveness, and can result in an accumulation of carbon dioxide and excessive acid in the body (acidosis).

Reporting of side effects

If you experience any of these side effects, or if you notice any side effects not listed in this leaflet, contact your healthcare professional immediately. You can also report side effects directly to the Medicines and Healthcare Products Regulatory Agency (MHRA) via the Yellow Card Scheme www.mhra.gov.uk/yellowcard and to BOC Healthcare. By reporting side effects you can help provide more information on the safety of this medicine.

5. HOW TO STORE COMPRESSED MEDICAL OXYGEN CYLINDERS

Expiry date

Do not use Medical Oxygen after the expiry date which is stated on the cylinder batch label.

Medical Oxygen should be used in strict rotation so that cylinders with the earliest filling date are used first.

Cylinder storage

Store your Medical Oxygen cylinders:

- so that they can not fall over and cause injury
- in clean, well ventilated and dry conditions, not exposed to extremes of heat or cold
- away from oil, grease and flammable material
- in a designated area, where they can be kept separate from other medical and non-medical cylinders, with empty and full cylinders kept apart
- out of sight and reach of children

Handling cylinders

Always handle your Medical Oxygen cylinders with care, only moving them using an appropriate trolley, handling device or carrying bag.

6. FURTHER INFORMATION

What Medical Oxygen contains

Your Medical Oxygen cylinder contains a minimum of 99.5% Oxygen. There are no other ingredients.

Medical Oxygen cylinders

Medical Oxygen is supplied in the following size cylinders to hospitals and clinics:

Cylinder Size	Cylinder Contents (Litres)	Cylinder Size	Cylinder Contents (Litres)
AZ*	170	IQX	2000
ZA	300	HX*	2300
D*	340	ZX	3040
CD	460	G*	3400
ZD	605	J*	6800
E*	690	W	11300
F*	1360		

Medical Oxygen is supplied in the following size cylinders for homecare use:

Cylinder Size	Cylinder Contents (Litres)	Cylinder Size	Cylinder Contents (Litres)
ZA	300	AF*	680
CD	460	DF*	1360
DD	460	ZH	2400

The colour coding of the shoulder of Oxygen cylinders is white. The body is colour coded white apart from the cylinders marked (*) in the table above which for a limited period may have a black body.



Shoulder of cylinders viewed from above.



Body of cylinder types viewed from the side.

Sizes ZA, ZD, CD, DD, DF, HX, IQX, ZH and ZX cylinders are supplied with an integral pressure regulator built into the cylinder valve. The IQX size cylinder has a digital gauge and display which provides visual and audible alarms.

All other cylinders require a separate pressure regulator to be fitted to the cylinder valve before use.

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If you are visually impaired and require a large print copy, please contact us on

0800 136 603

Our normal working hours are Monday to Friday 8am until 6pm.
We are open 24 hours for emergencies only.

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