

# Home Ventilation Handbook

Important information for patients & carers

Name:



Cardio-Respiratory  
Service

## Introduction

This booklet contains all the information you need about our team, your ventilator device, how to use it and how to seek help if you have any problems. This should be used alongside the manufacturer's booklets.

If you have any questions that cannot be answered by this booklet or the manufacturer's user booklet then please contact a member of the team via the details below.

Please bring this handbook and all of your equipment with you each time you attend an appointment with us or are admitted to hospital.

## Contact details

### Sleep Service

**(weekday hours 8am-5pm):**

Clinics 7&8, level 1, Chancellor Wing, SJUH

**Telephone:** 0113 206 6040 (option 2)

**Email:** leeds.sleep@nhs.net

### *Emergencies (out of hours and weekends only)*

**Telephone:** 0113 206 5775

**We are unable to see users without prior arrangement.** Please contact the clinic by email (our preferred method) or by phone to discuss any issues or arrange to see us. Remember to provide your FULL name, date of birth, postcode, a contact number and a brief description of the problem. We will respond to your query as soon as possible.

**If you only require spare parts then please leave your details as above and a list of the items you need. These can be collected from our department or posted by request. We will only contact you by phone if there is a query.**

## Different types of ventilator



### **Lumis 100/150**

Mains powered ventilator.



### **NIPPY 3+/4/4+**

Mains powered ventilator with battery operation.

Your machine has an internal battery which

charges whenever it is plugged in to the mains. You may also have a second external or click in battery which charges the same way when in place.

The amount of time your battery lasts will depend on the age of the machine, your pressure settings and your mask fit.



There is a battery symbol on the screen which indicates how much battery charge is left. You should charge your machine regularly. If you do not regularly use this machine then once a week you should switch it on for a short period while disconnected from the mains power - check that it is functioning, that there are no error messages and that the battery is maintained.

## What equipment do you have?

**Type of ventilator:** .....

Your device has been set up specifically for your use  
– please see the ventilator settings section (page 7).



**Type of mask & headgear**

<i>Date</i>	<i>Mask</i>	<i>Headgear</i>	<i>Sign</i>

### Accessories

<i>Date</i>	<i>Accessories</i>	<i>Sign</i>

### How your treatment works

The aim of your treatment with a ventilator is to increase the depth of your breathing. Often this is just for overnight however some patients may also need to use their ventilator for periods during the day time. The ventilator is able to sense when you start to breathe in and immediately sends enough air through the tube to support you. If you were to stop breathing, breathe too slowly or too shallow then the ventilator will take over in order to deliver an appropriate breath.

### When your treatment may not be effective

If you experience any of the following, please get in contact with the service to discuss your treatment:

- Morning headaches
- Excessive daytime sleepiness

- Increased, persistent breathlessness (when you do not have a chest infection)
- Ankle swelling
- Reduced exercise tolerance
- Gasping or struggling to lie flat with your ventilator on

### Other problems that may occur:

- Pressure damage caused by an ill-fitting or over-tightened mask
- Excessive mask leakage
- Runny nose or catarrh
- Persistent dryness to the nose and/or mouth
- Bloating
- Chest discomfort

If these problems mean you feel unable to use your ventilator, please contact the team for advice.

## Cleaning & maintenance

### General instructions

Please **do not** use chemical based products (including bleach, ozone, chlorine, alcohol or aromatic based solutions) to clean any of your consumables. Avoid leaving the mask and tubing in direct sunlight as it can cause hardening and cracking of the plastic. It is important that your mask, headgear and tubing are kept clean in order to maintain their full working order.

**Do not put water in to any part your machine unless you have been provided with a humidifier chamber and given further instructions.**

### Daily

Wipe your mask inside and out with a damp cloth and a drop of detergent or washing up liquid. Then wipe your mask with a damp cloth to thoroughly remove the detergent.

### Weekly

Remove the mask from the ventilator and take the headgear off. Wash the mask in a bowl of warm, soapy water and rinse thoroughly in warm, clear water. Allow the mask to air dry.

The headgear should be removed and either hand washed or washed at 30°C in the washing machine. Air dry only. Do not dry the headgear on a radiator.

### Monthly

Clean the tubing in warm, soapy water. Rinse with clean water and hang up to drip dry (eg. over a bath or shower).

### Filters

For the Lumis machines - change the filter (side of your machine) every six months. You will get a reminder on your screen to do this. Once the filter has been changed press the round button to the right side of your screen and it will re-set the reminder.

For the NIPPY 3+ - change the white filter (back of your machine) every month.

For the NIPPY 4/4+ - change the white filter (side of your machine) monthly.

Check the black filter (side of your machine) and also the cooler filter (bottom left side of machine) monthly and vacuum if dusty (from outside the filter cover).

### Ventilator servicing

We will be in contact when your ventilator is due for servicing. If you notice any of the functions not working as normal, please contact the Sleep Service team immediately.

### Security

The security of your ventilator is your responsibility. Please take all reasonable steps to ensure the ventilator is not damaged or stolen.

## Going into hospital

### What do I do if I need to go into hospital?

**If you have to stay overnight in hospital for any reason you MUST bring your ventilator machine, mask and tubing with you. Most hospitals do not have access to this type of equipment and Leeds Sleep Service is not able to provide spares.**

On arrival you should explain to the medical and nursing staff about your condition and the equipment you use. Show the ward staff how you set up your equipment, fit your mask and switch your machine on. Some wards are not as familiar with ventilators so do not take it for granted that they will know what to do. Staff can contact us via e-mail or telephone with any queries or if further support is needed.

### Having surgery

**You MUST tell the doctors and anaesthetists that you have a home ventilator device.**

You should use your ventilator after having a general anaesthetic. You may also need to be closely observed for the first 24 hours after an operation, especially if you have strong painkillers such as morphine.

## Preparing for emergencies

### Ventilator breakdowns

Ventilators are complex machines and do occasionally break. Please contact us **as soon as possible** and do not attempt to make any repairs yourself. A lot of people can manage one night without their machine. If you are dependent on your ventilator (more than 14 hours per day) then you should have a second machine that you can use.

### Power cuts

Ensure that you are registered as a priority user on a priority service register with your electricity provider, this means you will get advance notice of any planned power cuts.

If you have a machine with a battery make sure it is plugged in and used regularly to ensure the battery is charged and functioning (see page 2).

In the event of an unexpected power cut you should contact the electricity board to find out how long it is likely to last. If it is going to be for some time then consider the following options in this order:

1. Move to a location that is unaffected by the power cut i.e. a friend or relatives house
2. If the above is not possible and the power cut is prolonged then as a last resort contact your local hospital to arrange admission

### Mask breakages

Masks, headgear and tubing should last at least 12-18 months with average overnight usage however should you have a breakage please contact us for a new one. We will either post it to you or arrange for you to come and collect it. Please keep hold of any older masks and headgear which can be used as a back up option while waiting for the new equipment to arrive.

## Travelling with your ventilator

### In the UK

If there is mains supply this should be straight forward but we would always recommend taking an extension lead as plug sockets may not be next to the bed.

### Travelling abroad

You should inform your airline in advance that you are travelling with medical equipment and this should always be carried as hand luggage.

You will not be able to use your mains powered ventilator during the flight as there are no power sockets on most aircraft. This should only be an issue if you are travelling long haul and need to sleep - most users will manage fine but if you are concerned that you will need to use your ventilator then please get in touch and we can assess whether you might need a temporary loan of a battery operated ventilator. Any battery machines would need to be discussed and cleared with the airline you are travelling with.

If you are unsure regarding your fitness to fly then you should discuss this with your doctor before booking your flight. You may require further tests due to there being a slightly lower level of oxygen in the aircraft cabin.

### Voltage

Your machine automatically adjusts voltage so can be used anywhere in the world, just remember to pack a travel adaptor and extension lead.

### Security

Just as in the UK, the security of the ventilator is your responsibility. Make sure your holiday insurance will cover any loss or damage.

**Respiratory results  
(for use by clinicians)**

<i>Date</i>	<i>SpO2</i>	<i>tCO2</i>	<i>HR</i>	<i>Comments</i>	<i>Sign</i>

**Ventilator settings  
(for use by clinicians)**

<i>Date</i>	<i>Mode</i>	<i>IPAP</i>	<i>EPAP</i>	<i>Rate</i>	<i>Ti min</i>	<i>Ti max</i>	<i>Trigger</i>	<i>Rise</i>

**Alarm settings  
(for use by clinicians)**

<i>Date</i>	<i>High flow</i>	<i>Low flow</i>	<i>High pressure</i>	<i>Low pressure</i>	<i>Other (please specify)</i>	<i>Sign</i>

## Useful contacts and information

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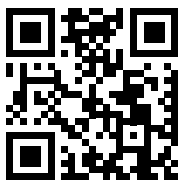
### Sleep Admin Team (appointments)

Telephone: 0113 206 6075

Email: leedsth-tr.sleepadminteam@nhs.net



Website: [www.hmvip.co.uk](http://www.hmvip.co.uk)



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**Your views matter**

