



- Only staff trained by an Appropriately Qualified Health Professional (AQHP) can perform this procedure.
- This procedure is a guide only and may not be appropriate in all circumstances. Therefore, instructions from an AQHP must always be obtained and followed.
- This procedure should be read in conjunction with the [NDIS LWB 5600 High Intensity Daily Personal Activities - Procedure](#) and in consultation with the person we support or their CPAP/BiPAP Support Plan.

This information is intended as a guide only and may not be appropriate in all circumstances – instructions from an AQHP should be followed.

The AQHP is to provide training in any CPAP/BiPAP support that is required that is in the scope of practice of a Disability Support Worker (DSW).

**The settings on the CPAP and BiPAP machine are prescribed by the person's Doctor and must be written in their CPAP and BiPAP Support Plan .**

**Only a doctor or nurse can adjust the settings on the CPAP/BiPAP machine.**

**It is recommended that the person take their CPAP/BiPAP machine to medical appointments, allowing health professionals to change the settings accordingly.**

## Non -Invastive Ventilation

### Continuous Positive Airway Pressure (CPAP) Machine



CPAP machine with nasal pillow mask, ballcap-style straps



Full face mask,  
side straps

Nasal pillow mask,  
ballcap-style straps

Nasal pillow mask,  
side straps

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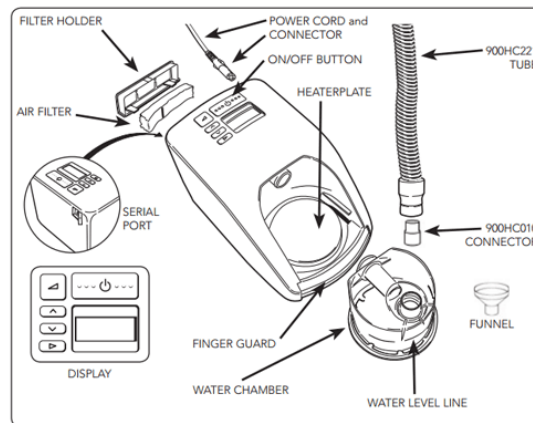
## CPAP and BiPAP Procedure

### ☑ Check

- Check the person’s Non–Invasive CPAP/BiPAP Support Plan/Protocol.
- Explain the procedure to the person and seek their consent.
- Check that the machine is placed on a firm, flat surface in a well-ventilated area. Check that the air vent in the machine is clear and not blocked. The machine should not be placed on a carpet or rug and should be at least two metres from any heat source or room humidifier.

### 👉 Support

#### Diagram of a CPAP Machine



#### Skin irritation/pressure sores or blisters

- This may be caused by the straps not being adjusted correctly. Check the straps to ensure they are not too tight or loose.
- The person may be sensitive to the mask, or the mask may be an incorrect fit.
- Ensure the mask is clean.
- Wash the person’s face after each use of the mask.
- Consult with the Sleep Physician or CPAP supplier for a mask fitting or trial of different types of masks.

**Sore, dry, irritated or swollen eyes**

- Straps that are not adjusted correctly will cause air to leak from the mask and irritate the person's eyes. Also, check the straps to ensure they are not too tight or loose.
- Ensure the mask is clean.
- Consult with the Sleep Physician or CPAP supplier for a mask fitting or trial of different types of masks.

**Dry nose, mouth. Runny nose, sneezing, blood in the nose**

- Could be caused by insufficient humidity. Check that the humidifier has sufficient water and is working correctly.
- Discuss using a saline nasal spray with the person and their Doctor.
- Consult with the Sleep Physician or CPAP supplier for a mask fitting or trial of different types of masks.

**Water in the tubing**

- The humidifier warms the air passing through the CPAP machine. This increases the temperature in the tubing, causing condensation in the tubing.
- The condensation can be reduced by warming the room or decreasing the temperature of the humidifier – consult with the person and their Doctor.
- Always ensure the CPAP machine is placed lower than the person's head to prevent condensation from dripping into the person's mouth and nose.

**Power Failure**

- An external battery must be fully charged and available during a power failure.
- Follow the [NDIS LWB 5507 Let's Talk About PPE for Support Activities](#) to ensure the correct personal protective equipment (PPE) for this procedure and follow hygiene and infection control procedures.

**Support when the person is unwell**

- The Health Professional should provide instructions to staff about how to support the person with CPAP when they are unwell with a cold or condition that makes normal breathing difficult
- Actively involve the person in their support, as outlined in their plan, and to their chosen level.
- Follow the person's CPAP/BiPAP Support Plan developed by the AQHP.
- Place the machine at a level below the person's head. This will prevent water trapped in the tubing from dripping into their mouth and nose. It will also reduce the risk of injury to the person should the machine be accidentally pulled and fall during use.

- The machine should be plugged directly into an electric wall socket. Do not use an extension cord or power point adaptor.
- Ensure the person's privacy.
- Gather the equipment:
  - gloves
  - distilled water
  - mask
  - tubing
- Wash your hands and put the gloves on to prevent cross-infection and contamination.
- Pour the distilled water into the humidifier to the correct level.
- Connect the tubing to the machine and mask. Ensure all connections are secure with no air leaks.
- Gently place the mask onto the person's face as instructed. The mask should be adjusted when the CPAP/BiPAP machine is turned on. The mask must be attached firmly enough so there are no leaks but not so tight that undue pressure is caused.
- Gently pinch the portion of the mask over the person's nose, then pull the mask slightly away from the face. Replace the mask and allow it to reseal.
- The straps can be adjusted to improve the seal further.
- Observe the person regularly while the mask is worn to ensure it has not been displaced or is causing pressure.
- Some people prefer the machine to be set at a lower pressure initially. This can be achieved by pressing the ramp button on the machine. The pressure will automatically increase over time.
- Ensure the settings on the machine are the same as those prescribed by the person's medical practitioner.
- Ensure the person is comfortable. Some people may find the mask uncomfortable or claustrophobic. Reassure the person. If the discomfort or anxiety persists, seek medical advice, as an alternative mask may be available.
- Turn the machine off before removing the mask.
- Gently loosen the straps and remove the mask.
- Ensure the person is comfortable. Check the person's face and neck for signs of pressure (redness or blisters) or other injuries.

**CPAP/BiPAP machine Maintenance**

The CPAP/BiPAP machine requires regular maintenance. All machines are slightly different; always check the manufacturer's guide before maintenance.

### Daily

- Wash the mask in warm soapy water. Use mild cleaning products only. Leave the mask on a flat surface and dry out of direct sunlight.
- Empty the humidifier container and wash in mild soapy water. Leave the container on a flat surface out of direct sunlight to dry.
- If water is present in the tubing, clean it daily, as above. Then, hang the tubing to dry out of direct sunlight.

### Weekly

- Clean all other parts of the machine once a week.
- The machine is fitted with an air filter. This should be checked and replaced when it becomes discoloured – refer to the manufacturer’s instructions.



### Report

- Complete daily shift report Progress Notes detailing CPAP& BiPAP Support activities provided to the person.
- Record any abnormalities, including bruising, pressure injury, and skin tags, in progress notes and organise a medical review of any abnormalities.
- For reporting unexplained injuries – see the [NDIS LWB 5554 Responding to Unexplained Bruising Suspicious Mark or Injury – Procedure](#).
- Report any concerns or issues related to the person’s CPAP or BiPAP support immediately to the Disability Support Leader<sup>1</sup> or On Call.

## For Further Guidance and Advice

Please contact the AQHP who developed the person’s HIDPA CPAP/BiPAP Support Plan.

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<sup>1</sup> All references to Disability Support Leader (DSL), includes all Frontline Leadership roles, such as House Supervisor.