

USING CPAP LONG-TERM



**Please call 04 806 0095 if you
have any general CPAP
enquiries**

CPAP Parts only 04 920 8819

PUBLIC HOSPITAL PATIENT

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**AGREEMENT FOR USE OF CPAP\BiPAP with
Department of Respiratory Medicine Wellington
Regional Hospital ph: 04 806 0095**

Capital & Coast District Health Board (CCDHB) has provided you with a machine for treatment as prescribed by staff of the Respiratory Medicine Department at Wellington Regional Hospital. The machine remains the property of CCDHB. Use of the machine is granted to you under the following conditions

CCDHB agrees to:

1. Provide an initial set of headgear, mask and hose.
2. Monitor the use of the machine and the effectiveness of treatment when required.
3. Advise you in respect of problems you may experience with the use of the equipment.

There are fewer machines available than patients needing them. Accordingly, the continued loan of this machine is conditional upon your adherence with the following conditions.

It is your responsibility to:

1. Use the machine as prescribed nightly during sleep – we will monitor usage as required. The machine can be removed if you are non-adherent.
2. If you choose not to use your machine – you are to advise your GP and return your machine to Respiratory Medicine Department. You need to let us know your name, date of birth and the reason for returning your machine.
3. Maintain the machine in good condition.
4. Replace the mask, headgear, hose, filter and disposable humidifier chamber at your expense. With due care this should not be necessary more than once a year.
5. Telephone the Respiratory Medicine Department (04 8060095) immediately if there is a problem with the machine.
6. If you have contents insurance please ensure that the machine is covered by your insurance company.
7. You are advised not to drive if you are sleepy/ fatigued. You are requested to limit driving to 30 minutes at a time until established on regular treatment.

Getting the best from your PAP machine

To get the best treatment effect from your machine, it is important that you do the following:

- ✓ **Use CPAP every time you sleep.** Use your machine if you sleep at night or during the day, including naps.
- ✓ **Try to get 7-8 hours' sleep.** This is important for good general health, as well as improving your daytime sleepiness. Short sleep times have been associated with a number of health problems. Your doctor or Sleep Physiologist will be able to explain more about this.

Machine Care

- ✓ **Regularly check your machine filter.** Replace the filter in the back of the machine every 3-6 months (or sooner when it looks dirty and dusty)
- ✓ Make sure the back of the machine is away from the wall so the intake vent is not obstructed
- ✓ **Always remove and empty your humidifier chamber when moving your machine.**
- ✓ **Your machine does not require an annual service**

Mask Care

- ✓ **Clean your mask regularly with warm soapy water.** The dead skin cells and oils from your face coat the surface of the mask and provide an ideal surface for bacteria to grow. They also quickly wear your mask cushion out. It is important that you **CLEAN YOUR MASK AT LEAST ONCE A WEEK.**
- ✓ Wipe down your mask cushion (the clear silicone part that touches your skin) every day with a damp soapy cloth and then rinse.
- ✓ **Use only mild Detergent** – dishwashing liquid

Mask continued....

- ✓ **Wash all mask parts** – This includes the mask fabric head-strapping, the plastic mask frame, Grey mask diffuser (if you have one) and the clear silicone mask cushion.
- ✓ Rinse your mask after washing and leave to air dry (Do not put your mask in direct sunlight)

Humidifier care and information

- ✓ **Change your water every day.** All humidification chambers must be emptied every day, rinsed out and leave to dry. This is a moist warm environment, it must be cleaned regularly.
- ✓ **Do not add anything other than clean water to your humidification chamber.**
- ✓ Containers should be washed in soapy water (dishwashing liquid) once a week and rinsed in warm clean water.
- ✓ Use tap or filtered water when filling your humidification chamber.
- ✓ A water chamber moistens and heats the air you breathe in to stop; mouth, throat, nose dryness, streaming nose, runny nose, running eyes, blocked nose, bleeding nose and sneezing.
- ✓ You can change your humidity setting up or down by using the arrows or dial at the front of your machine. Higher numbers mean more heat and water; lower numbers mean less heat and water. You may need to adjust the settings for different seasons.
- ✓ When using tap water, calcium or lime deposits can build on the bottom of the chamber (just like your kettle) – this looks like a white powder stuck to the base. If you soak this in a mixture of one part white vinegar to four parts of water and soak for 30 minutes, it should easily come off with a dish brush and dishwashing liquid following the soak.

Who should I contact if I have problems?

To get the best treatment effect from your machine, it is important that you use it nightly

- ✓ Contact Respiratory Medicine Department at Wellington Hospital (04 8060095)

Long Term Follow-ups

Public Hospital patients have funded follow-up support provided by Respiratory Medicine Department at Wellington hospital. Please call 04 806 0095 to make an appointment. Please note: there may be a wait-list for this service.

WellSleep offers 30 minute follow up appointments as a private service. These appointments cost \$60.

They offer a wider range of mask options, replace the machine filter and check the machine is delivering the correct pressure, can download the machine data and troubleshoot problems. Please contact WellSleep to book for one of these. WellSleep also offer paid one week trials of new equipment.

An appointment is required for anything other than picking up mask/machine parts at WellSleep reception. The cost for this appointment is \$60. They are available Mon-Thurs. You must call or email to arrange.

Are there any financial supports?

- ✓ If you are a beneficiary you may qualify for assistance for mask parts. Contact WellSleep at Bowen Hospital (04 9208819) if you require a quote for financial aid at Work and Income New Zealand (WINZ).
- ✓ In general your machine should last between 5-7 years.

Replacing Mask and Machine Parts

WellSleep holds stock of most CPAP parts – however, we do sometimes run out. Please call 04 920 8819 or email cpap@otago.ac.nz to make sure we have what you need in stock. We will organise a time for you to come and pick these up or we can courier them out to you.

If you need financial assistance through WINZ, we will need to provide you with a quote to take in to your local WINZ office.

WellSleep accept credit card, eftpos, and cash (correct amount only) in store. We can process credit card payments over the phone for couriered goods so please have this ready when you call.

What Should I Replace and When?

Machine Filters: Need to be replaced every 3-6 months or when look dusty and dirty. Failure to do so could mean that you are not being treated properly or may cause damage to the machine. These cannot be washed and reused.

Mask Cushion: Generally, the mask cushion will need to be replaced around 6+ months. The silicone will become more flimsy and out of shape by this time and start to leak around the seal.

Mask Headgear (straps): The mask headgear, if hand washed, could last you anywhere from 1-3 years. We recommend always using the hooks on your mask and trying not to undo the Velcro (even for washing) as these will lose the ability to stick if undone repeatedly. If your mask headgear has over stretched it may result in your mask leaking. You can machine wash your mask headgear but be prepared to replace this 6 monthly if you do.

Common problems and solutions

What to do if you start to feel sleepy again?

- ✓ Make certain you are getting enough sleep 7 – 8 hours
- ✓ Check your mask is fitting well and check your mask parts have been replaced on a yearly basis or when required.
- ✓ Check your mask fit via your machine is normal
- ✓ Check your machine filter has been replaced in the last 3-6 months' time.
- ✓ Has weight changed since commencing CPAP by \pm 10kg. If so contact your GP or Respiratory Medicine Department at Wellington Hospital (04 8060095)
- ✓ If you feel tired or drowsy don't drive
- ✓ Contact your GP if symptoms of fatigue continues

Blocked nose?

This is a common side effect from using nasal CPAP.

- ✓ On a nasal mask? If you also have a dry mouth you could be mouth leaking. If you have been issued a chinstrap it is important that you wear this. If not you can purchase one of these from WellSleep (see page 7). Increasing your humidity may also help. (Up arrow).
- ✓ If you are using a full face mask you could try increasing the humidity level.

Bloated Stomach

- ✓ Make sure you are using the ramp function. Instructions to do this will be in your machine user manual.
- ✓ If it persists then contact Respiratory Department of Wellington Hospital (806 0095) about turning on the pressure relief setting if available.

Runny nose, sneezing or nose bleeds?

These issues are usually caused by the air being too cold and/or dry.

- ✓ Make sure your humidifier is turned on. Check the instructions in your machine manual to do this.
- ✓ Increase your humidity by 1-2. Again these instructions will be in your machine manual.
- ✓ Nasal lubricants can also help prevent nose bleeds and dryness – these are available from the pharmacy (e.g. Fess Nasal Gel).

Condensation

Water in your mask or hose can become a big problem for many patients in colder months as the steam created in the humidifier turns back to water before reaching your airway. This can also present itself as a bubbling, gurgling or squealing noise coming from the machine or mask. If you this is happening to you;

- ✓ Turn down the humidity. Refer to the machine manual on how to do this.
- ✓ Heat up your bedroom. (Shut windows, leave a heater running, and close the curtains at night).
- ✓ Put the hose under your blankets with you.
- ✓ Make a fleecy cover for the hose. You can purchase ones made specifically for this purpose from WellSleep.
- ✓ Put your machine down lower (e.g. onto some books on the floor). This will let the water run back to the machine instead of to you.

Mask problems

If your mask has started leaking or causing irritation where it never used to it may be time to replace the mask cushion and straps (see page 7).

Travelling with CPAP

It is recommended you use CPAP every time you sleep so you will need to take it with you when you travel.

Note: this also includes hospital visits where you would expect to sleep (e.g., overnight stays or if you are to be napping while recovering from a surgical procedure).

Travelling by car

- Many people find it useful to keep an extension cord and a power multiboard in the boot of their car for use when staying away from home. Often motels may not have a well-placed power point or there may be multiple people needing a power point, such as during communal sleeping arrangements.

Travelling by plane

- We recommend that you carry your CPAP machine on to the plane as carry-on luggage. It is a good idea to contact your airline before you travel to see if you need to make special arrangements. Sometimes CPAP machines can be carried in addition to your normal luggage but each airline has different rules about this.

Please do not check-in your CPAP machine with your regular luggage (suitcases etc). Luggage is often thrown on to the plane. It is in your best interest to get travel insurance for your time away. CPAP machines can be damaged or lost while travelling overseas. Please note, the airline may need other documentation (which may need a signature from your GP or Sleep Specialist) so it is always best to contact the airline you are travelling with, to check.

Using your CPAP machine on the plane

Please be aware that each airline has different requirements when it comes to using CPAP machines during the flight. Some airlines allow you to plug in your CPAP, others require a battery pack be used. Plan well ahead and either contact the airline directly or ask your travel agent to help you.

Travelling with CPAP continued...

- Airlines often require that you have an all-in-one United States power cord. An adaptor may not be permitted due to the risk of an electrical power surge.
- If a battery pack is required WellSleep may be able to order one in for you to purchase, depending on the make/model of your machine.

Handy Websites

<http://www.sleepapnoeanz.org.nz/downloads/Travelling%20with%20CPAP.pdf>

<http://www.airnewzealand.co.nz/special-assistance-medical-condition>

<http://www.qantas.com.au/travel/airlines/medical-assistance/>

http://www.cathaypacific.com/cx/en_AU/travel-information/special-assistance/medical-assistance/electronic-medical-devices.html

<http://www.jetstar.com/nz/en/planning-and-booking/at-the-airport/specific-assistance/travel-oxygen>

Keeping track of my own CPAP data

Web Applications

Most CPAP machines now come with an APP that can be downloaded from the APP store on your smart phone or web-based software onto your computer. The details of these will be in your CPAP machine manual.

- If you would like WellSleeps help with connecting the APP you will need to book a 30 minute consultation with a Clinical Physiologist (Cost \$60), alternatively, below are the links to each of the websites for each CPAP machine brand which will help guide you through doing this yourself

- ✓ Fisher & Paykel machine visit to register
<https://sleepstyle.fphcare.com/>
0800 503 553 (Fisher & Paykel machines only)
- ✓ Resmed Machine visit to register
<https://www.resmed.com/au/en/consumer/airsolutions/personalized-support/myair.html>
- ✓ Philips Respironics machine visit to register
<https://www.sleepapnea.com/products/dreammapper/get-started/>

The main data you will receive is usage data (how many hours you have used your machine for, please note this is not how many hours you have slept), leakage data (this shows mask and/or mouth leak) and AHI (how many times you stop breathing per hour). It is important to know what is normal for you, if there is a major change in leakage or AHI that is ongoing (greater than a week) you may want to contact WellSleep to get your machine downloaded (\$15) or an appointment to check your equipment is still working how it is supposed to (\$60).

SLEEPINESS AND DRIVING

Can Sleep Apnoea or other sleep disorders affect my driving?

Certain health conditions can affect your ability to drive safely. Obstructive sleep apnoea (OSA), for example, is a common cause of driver sleepiness and may increase the rate of motor vehicle crashes seven fold. The effect on driving performance may be similar to that seen with blood alcohol concentrations over the 0.05 legal limit. For those who drive for a living, such as truck drivers or passenger vehicle drivers, the results of a crash are likely to far more serious than that for a car crash. Thus it is particularly important that conditions such as sleep apnoea are identified and effectively managed for such drivers.

The best thing you can do to reduce the risk is to always use your CPAP machine.

What are other causes of sleepiness?

Increased sleepiness can also be due to sleep deprivation (restricting the time for sleep), poor sleep hygiene habits, irregular sleep/wake schedules (eg shift work) or the influence of sedative medications, including alcohol. Insufficient sleep (less than 5 hours) prior to driving is strongly related to crash risk. There are other medical disorders that can cause excessive sleepiness.

CPAP treatment, provide it is used every night for at least 4 hours per night, has been shown to reduce sleepiness and accident risk. It is essential you use your CPAP treatment to be a safe driver.

It is also important that you attend regular reviews with your treating doctor (GP or sleep apnoea Specialist) and honestly report your condition so that your doctor can give you the best possible advice.

What can I do to make myself a safer driver?

There are a number of steps that you can take to drive more safely. It is your responsibility to make yourself as safe as possible.

- 1 If you feel tired, drowsy or sleepy, don't drive.
- 2 Follow your doctor's advice regarding treatment of your disorder – if you have OSA use your CPAP treatment.
- 3 Get a good night's sleep before driving – do not cut your sleep short if you plan a long drive. Get to bed early and do not stay up late packing.
- 4 Avoid alcohol the night prior and during your trip. Alcohol will disrupt your sleep and increase tiredness. Sleepiness and alcohol have an additive effect.
- 5 Avoid any sedative medications.
- 6 Avoid unnecessary driving and minimise long distance driving.
- 7 Avoid/minimise driving when you would normally be asleep.
- 8 Don't drive if you feel sleepy. If sleepy, stop and rest. Have a brief nap (15 minutes) in your car. It is best to sit in the passenger seat while sleeping.
- 9 Have a 10-15 minute break every 2 hours, drink coffee.
- 10 Drive with a companion and share the driving.

GOOD SLEEP HABITS

WellSleep Recommendations

1. Try to get about 8 hours sleep per night.
2. Reduce light, noise and extremes of temperature in the bedroom.
3. Avoid caffeine, nicotine and alcohol before bedtime.
4. Avoid a heavy meal within two hours of bedtime. However, a light snack may help if you are hungry.
5. Regular exercise late in the afternoon or in the early evening may deepen sleep, but do not exercise vigorously within three hours of bedtime.
6. In order to achieve relaxation at bedtime, allow about one hour of quiet activity prior to bedtime such as reading, watching television or listening to music.
7. Develop a bedtime ritual such as reading or listening to relaxing music, clean your teeth, etc. so that your body knows that you are getting ready to go to sleep.
8. Don't go to bed too early. That is, don't go to bed unless you are feeling sleepy. If you try to go to sleep too early before feeling sleepy, you will have difficulty getting to sleep. This may make you feel irritated and frustrated about not feeling sleepy, not falling asleep and anxious about how you will cope the next day.
9. Do not stay in bed if you are awake. If you go to bed when you are feeling tired and sleepy but do not fall asleep within about 15 to 20 minutes (estimated time only - do not use a clock), get out of bed, go to another room and do something mundane until you feel sleepy again. Repeat this procedure until you fall asleep quickly.
10. Get up at the same time in the morning, as this will help train your body clock. Do not sleep in on weekends or after a late night.
11. Try not to nap during the day, as this tends to reduce your sleepiness at night and results in poorer quality sleep during the night.
12. Do not worry if you can't get to sleep at night because worry and anxiety will delay sleep even more. The harder you try the worse it will be. If you get very little sleep one night you will still function the next day although you may be a little more irritable and tired than usual.

Department of Respiratory Medicine
Wellington Hospital
Phone: 04 806 0095

WellSleep

Private Clinics are open on Monday,
Tuesday, Wednesday and Thursday.
Please make an appointment.

Phone (04) 920 8819
Email: cpap@otago.ac.nz
www.otago.ac.nz/wellsleep

Situated at:
WellSleep
Bowen Hospital
Churchill Drive
Crofton Downs
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