[Name of Dental Sedation Facility] [About Templates](https://www.psm.sdcep.org.uk/templates/about-templates/)

[Date]

# Nitrous Oxide Stock Record

[This template is intended for dental sedation facilities that use nitrous oxide cylinders directly or are sole users of a manifold supply. The template aims to promote effective stock control, monitoring of supply and identification of waste through oversupply or expiry of cylinders.]

### Stock control system:

* On receipt of cylinders, record the date, size, serial number and expiry date.
* When storing cylinders, ensure that those with the shortest remaining shelf-life are the most prominent for easy access.
* When taking cylinders for use, check stock record and select those with the shortest remaining shelf-life first.
* Use a label to indicate the status of each cylinder (full/in use/empty) to avoid mixing up used and unused cylinders (see [SHTM-02-01 Part B](https://www.nss.nhs.scot/publications/medical-gas-pipeline-systems-shtm-02-01/) Figure 4 for an example).
* Record when each cylinder was returned to the supplier and whether it was used or unused.
* Regularly (e.g. annually) review supply of cylinders and number returned unused. See ‘Review of nitrous oxide supply’ section below table.

| **Date received** | **Size** | **Serial number** | **Expiry date** | **Date returned** | **Used/ unused** |
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## Review of nitrous oxide supply

Reviewer: [name]

Start of review period: [date]

End of review period: [date]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Cylinder size | Gas content (litres) | Number of cylinders received during review period | Number of cylinders returned during review period | Supply (litres) [no. of cylinders returned x gas content] | Number of cylinders returned unused |
| D | 900 |  |  |  |  |
| E | 1,800 |  |  |  |  |
| F | 3,600 |  |  |  |  |
| G | 9,000 |  |  |  |  |
| J | 18,000 |  |  |  |  |

Total volume of nitrous oxide supply during review period (litres) = [sum of supply from all sizes of cylinder]

## Conclusions

[Consider whether supply is excessive i.e. significantly more cylinders received than returned or any cylinders have been returned to supplier unused. If cylinders have been returned unused because they have reached their expiry date, consider whether stock rotation system is adequate.]

## Action Plan

[e.g. reduce quantity of cylinders ordered, improve stock rotation, ensure relevant staff are aware of stock control system.]