

# X Healthcare: How to Accurately Measure and Record Vital Signs

**Policy Number: 2**

## Introduction

Accurately measuring and recording vital signs is essential for providing quality patient care. This document outlines the procedures for measuring temperature, pulse, respirations, blood pressure, and oxygen saturation at X Healthcare.

## Temperature

### Measurement Methods

- Oral: Most common method.
- Axillary: Under the arm.
- Rectal: Most accurate, but less frequently used.
- Tympanic: Ear canal.

### Procedure

1. Explain the procedure to the patient.
2. Select the appropriate method.
3. Use a clean thermometer.
4. Record the temperature and the method used.

## Pulse

### Measurement Sites

- Radial: Wrist.
- Carotid: Neck.
- Apical: Heart.

## Procedure

1. Place two fingers over the pulse site.
2. Count the beats for 30 seconds and multiply by 2, or count for 60 seconds.
3. Note the rate, rhythm, and strength of the pulse.
4. Record the pulse rate and site used.

## Respirations

### Procedure

1. Observe the patient's chest rise and fall.
2. Count the respirations for 30 seconds and multiply by 2, or count for 60 seconds.
3. Note the rate, depth, and rhythm of respirations.
4. Record the respiration rate.

## Blood Pressure

### Equipment

- Sphygmomanometer.
- Stethoscope.

### Procedure

1. Ensure the cuff is the correct size.
2. Place the cuff on the patient's upper arm.
3. Locate the brachial artery.
4. Inflate the cuff until the pulse disappears.
5. Slowly deflate the cuff and listen for the Korotkoff sounds.
6. Record the systolic and diastolic pressures.

# Oxygen Saturation

## Equipment

- Pulse oximeter.

## Procedure

1. Place the sensor on the patient's finger, toe, or earlobe.
2. Wait for a stable reading.
3. Record the oxygen saturation percentage.

## Recording Vital Signs

Record all vital signs accurately and promptly in the patient's chart. Include the date, time, and method used for each measurement. Any abnormalities should be reported to the supervising nurse or physician immediately.

## Summary

Properly measuring and recording vital signs is crucial for patient care. All healthcare staff must adhere to these procedures to ensure accurate data collection and timely intervention.

Vital Sign	Measurement	Notes
Temperature	Oral, Axillary, Rectal, Tympanic	Record method used
Pulse	Radial, Carotid, Apical	Note rate, rhythm, strength
Respirations	Observation	Note rate, depth, rhythm
Blood Pressure	Sphygmomanometer	Record systolic and diastolic pressures
Oxygen Saturation	Pulse Oximeter	Record percentage