



TRACHEOSTOMY REPLACEMENT

PURPOSE

In case of tracheostomy tube being blocked or accidentally dislodged. **IN A SCHOOL SETTING, THIS PROCEDURE SHOULD BE DONE ONLY IN AN EMERGENCY!**

PERSONNEL

The procedure for replacing a Tracheostomy tube should be performed by a School Nurse or other qualified, designated school personnel* who has current training in replacing a Tracheostomy tube. If the School Nurse or other unlicensed qualified designated school personnel are not available, 911 should be called immediately!

- School Nurse – The School Nurse is the direct and indirect procedural supervisor responsible for training and monitoring involved staff.
- Paramedics
- Unlicensed qualified designated school personnel*
- Parent/Caregiver

GENERAL INFORMATION

- **Respiratory distress may be evidenced by:**
 - Absent or difficult breathing
 - Pallor or cyanosis (bluish-gray coloring around the eyes, lips, or nail beds)
- In case of a blocked or dislodged tracheostomy tube, the replacement of the tube should be attempted only by the Credentialed School Nurse or other qualified, designated school personnel in accordance with the procedure for Tracheostomy replacement.
- If the School Nurse or other qualified, designated school personnel are not present 911 should be called immediately!
- Monitor continuously – If pupil shows signs of respiratory distress and nurse and/or paramedics have not arrived, **CPR MAY BE NECESSARY – IF SO USE AMBU BAG (IF AVAILABLE) OR COVER TRACH STOMA WITH YOUR THUMB IF AN AIR LEAK IS PRESENT**
- Parent/caregiver are to be notified of the need for tube replacement as soon as possible.
- Replacement procedure and associated emergency plan(s) will be fully discussed with parent/caregiver, documented on the individual Education Plan, and approved by the physician. A copy of the procedure is to be attached to the IEP.
- The student is to have extra, clean Tracheostomy tubes (one the same size and one a size smaller) and obturator with them at school at all times.
- Parent/caregiver is responsible for supplying the necessary equipment to perform the procedure at school.

*"Qualified" for the designated school personnel shall mean trained in the procedures to a level of competence and safety which meets the objectives of the training as provided by the school nurse, public health nurse, licensed physician and surgeon, or other programs which provide the training. Training means preparation in the appropriate delivery and skillful performance of specialized physical health care services. (5 CCR 3051.12)