



TRACHEOSTOMY REPLACEMENT

Student's Name _____ DOB _____

Equipment/Supplies (to be supplied by parent/caregiver)

1. Clean tracheostomy tube (appropriate size **and** one size smaller) and obturator
2. Scissors
3. Twill tape for ties or Velcro ties
4. Water soluble lubricant (i.e. K-Y Jelly)
5. Towel or roll pillow to place under head for neck hyperextension
6. Disposable clean plastic or rubber gloves
7. Tissues
8. Plastic lined wastebasket

Procedure

Key Steps	Points to Remember
<ol style="list-style-type: none">1. Wash hands if student's status permits.2. Assemble equipment. Unroll twill tape or Velcro ties.3. Reassure student during procedure.4. Put on gloves if student's status permits.5. Open tracheostomy tube package.6. Insert obturator into clean trach tube.7. Attach trach ties to tube and if needed, apply lubricant to end of trach tube.8. Position student with head tilted back as far as possible. If difficulty inserting tube, reposition head slightly forward.9. Hold new tracheostomy tube directly in front of stoma. Insert tracheostomy tube with obturator using a downward arc as it is inserted. Insertion should take no longer than 30 seconds. If unable to insert tube, CALL 911 and refer to step #16.10. Holding tracheostomy tube with one hand, pull out obturator. Insert inner cannula if pupil has one.	<p>Calm and assured approach promotes student cooperation and eases tube insertion.</p> <p>Keep tube clean, do not touch curved part of tube.</p> <p>If needed, place folded towel under head to keep neck hyperextended.</p> <p>If unable to insert tube, call 911!</p>

Key Steps (cont.)	Points to Remember
<ol style="list-style-type: none"> 11. Listen and feel for air movement through trach tube. 12. Secure tracheostomy tube in place with twill tapes or Velcro ties. 13. Perform skin care and reapply gauze around and under trach tube and ties as ordered. 14. Discard used equipment according to universal precautions and wash hands. 15. Document procedure and inform parent/careprovider and school nurse. 16. If tube cannot be reinserted and there is continued respiratory distress: <ul style="list-style-type: none"> • Reassure the student. • Encourage student to take deep breaths. • Be prepared to insert tube if stoma opens. • Reposition student's head. • Attempt to insert smaller trach tube if available. • If breathing or pulse stops, start CPR with manual ventilation by mask/mouth to trach, or mask/mouth to mouth while covering stoma with finger, and call 911! 	<p>Observe student for signs of respiratory distress.</p> <p>Trach ties should be tied in a double knot. The ties should be loose enough to slip one finger between the ties and the neck.</p> <p>Place used tracheostomy tube in bag for parents if desired.</p> <p>If unable to insert tube, call 911!</p>

Always report any changes in student's typical pattern or response to procedure to the School Nurse.