



# 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

<b>Key Steps</b>	<b>Points to Remember</b>
<ol style="list-style-type: none"> <li>1. Wash hands if student's status permits.</li> <li>2. Assemble equipment. Unroll twill tape or Velcro ties.</li> <li>3. Reassure student during procedure.</li> <li>4. Put on gloves if student's status permits.</li> <li>5. Open tracheostomy tube package.</li> <li>6. Insert obturator into clean trach tube.</li> <li>7. Attach trach ties to tube and if needed, apply lubricant to end of trach tube.</li> <li>8. Position student with head tilted back as far as possible. If difficulty inserting tube, reposition head slightly forward.</li> <li>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. <b>If unable to insert tube, CALL 911</b> and refer to step #16.</li> <li>10. Holding tracheostomy tube with one hand, pull out obturator. Insert inner cannula if pupil has one.</li> </ol>	<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><b>If unable to insert tube, call 911!</b></p>

<b>Key Steps (cont.)</b>	<b>Points to Remember</b>
<ol style="list-style-type: none"> <li>11. Listen and feel for air movement through trach tube.</li> <li>12. Secure tracheostomy tube in place with twill tapes or Velcro ties.</li> <li>13. Perform skin care and reapply gauze around and under trach tube and ties as ordered.</li> <li>14. Discard used equipment according to universal precautions and wash hands.</li> <li>15. Document procedure and inform parent/careprovider and school nurse.</li> <li>16. If tube cannot be reinserted and there is continued respiratory distress: <ul style="list-style-type: none"> <li>• Reassure the student.</li> <li>• Encourage student to take deep breaths.</li> <li>• Be prepared to insert tube if stoma opens.</li> <li>• Reposition student's head.</li> <li>• Attempt to insert smaller trach tube if available.</li> <li>• 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, <b>and call 911!</b></li> </ul> </li> </ol>	<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><b>If unable to insert tube, call 911!</b></p>

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