

“Go Bag”

A. General Guidelines

1. Mobility is a big part of everyday life.
2. Arrangements can be made for individuals with tracheostomies to get around and still have supplies available for their special needs.
3. These supplies can be organized easily into a tote bag or carrying case which is called a “Go Bag”.
4. Everywhere the student goes, the “Go Bag” should go.

B. Purpose

- When a student has a trach tube, suctioning and trach changing may need to be done at any time. A “Go Bag” contains all items needed to perform these procedures safely and conveniently. Some items may be added to suit the individual needs of the student.

C. Equipment/Supplies

1. Each item in the “Go Bag” has an important purpose to insure the safe transportation and out-of-home care of the student.
2. The suction machine, the catheters, and the resuscitator bag will enable the student to maintain a comfortable air passage.
3. The spare trachs, lubricant and scissors will provide the necessary equipment if any emergency trach change is needed.
4. The bag also includes the backups for all mechanical equipment.
5. The DeLee and the bulb syringes are backups for the portable suction machine.
6. The resuscitator bag doubles as a backup for a ventilator.
7. The emergency numbers will provide the resources to call if help is needed.

CONTENTS OF A “GO” BAG

Essential Skills	Key Points and Precautions
1. Resuscitator Bag	A manual, self-inflating bag used to give the student breaths before and after suctioning and trach changes. It is also used to give breaths if the student stops breathing or the ventilator stops working.
2. Portable Suction Machine	This is a battery operated vacuum pump which allows you to suction anywhere. Be sure to check the charge and function before leaving home.
3. Suction Catheters	Catheters are used with a suction machine to clear secretions below the trach tube. Several sterile catheter kits and/or clean catheters should be carried in the bag. If clean catheters are being used each time you suction, have 2 containers - one labeled clean and one labeled dirty.
4. Sterile Gloves	To reduce the risk of introducing bacteria and potential infection into the airway – (for tracheostomy students only)
5. DeLee Suction Catheters	This is a mouth controlled suction catheter which is to be used if the portable suction machine is not working.
6. Saline (Sterile Vials)	Saline is a sterile salt water solution available in vials or bottles or can be made at home. It is used during suctioning to thin out secretions or added directly to the trach to keep the airway moist. It can also be used to lubricate the trach tube during a trach change.
7. One or Two Bulb Syringes	These are used to clear visible secretions. Separate syringes are used for: 1. the TRACH, 2. the NOSE and MOUTH. They should be labeled properly. If they are interchanged, it could cause an infection
8. Tissues, Wipes	Useful for wiping secretions from the outside of the trach, nose, and mouth. A wash cloth or towel can be substituted
9. Spare Trach Tube with Trach Ties	The ties should be attached and the obturator in place to be ready for insertion in the event of an emergency. It is recommended that the scissors and lubricant are attached to the box as well. If the student has a cuffed trach tube, a syringe must be included.
10. 3 cc syringe	To inflate the trach tube cuff.

CONTENTS OF A “GO” BAG (page 2 of 2)

Essential Skills	Key Points and Precautions
11. A Trach Tube one size smaller with Trach Ties	This tube should be set up with the ties attached and the obturator in place ready for emergency insertion. If you cannot get the regular size tube in, use this one.
12. Blunt Scissors	Scissors are used to cut the old trach ties in the event of an emergency trach change.
13. Lubricant, Saline or Water Soluble	It should be a water soluble jelly {not a petroleum jelly) or sterile saline•. It helps the tube go into the stoma more easily.
14. Passive Condenser	An extra condenser must be carried in case it needs to be changed. It must be changed if it becomes clogged with mucus. Discard it when clogged
15. Plastic Bag for Waste Disposal	For appropriate disposal of items contaminated with body fluids/secretions. (Double bags)
16. Emergency Phone Numbers	The physician, hospital, home care companies, fire department, and ambulance service numbers must be readily available. The list can be used by another person if an emergency situation occurs
17. Go Bag Checklist	Be sure to check the items in the bag against the list every time you go out. Provides a daily log of contents and function of respiratory supplies and equipment.

Go Bag Supplies: Skills Checklist

[] Initial [] Review

Student's Name: _____ Date of Birth: _____

Person Trained: _____ Position: _____

	Demo Date	Return Demonstration					
		Date	Date	Date	Date	Date	Date
States name and purpose of procedure							
Identifies use of each essential supply:							
1. Resuscitator Bag							
2. Portable suction machine							
3. Suction catheters							
4. DeLee suction catheter							
5. Saline vials							
6. Sterile Gloves							
7. One or two bulb syringes							
8. Tissues, wipes							
9. Spare trach tubes and trach ties							
10. Smaller size trach tube							
11. 3cc syringe							
12. Blunt scissors							
13. Water-soluble lubricant							
14. Passive Condenser							
15. Plastic bag for waste disposal							
16. Emergency phone numbers							
17. Go bag list							
Demonstrates plan for checking emergency supplies.							

Comments: _____

Overall Rating: **PASS** *Successful completion of a minimum of three demonstrations with 100% accuracy*
 FAIL *Practical must be repeated. Trainer must complete Summary of Skills Form and attach to this checklist.*

Date: School RN Signature

Date Employee Signature