

Tracheostomy Suctioning Clean Technique

A. General Guidelines

1. A qualified employee trained in student specific procedures must be on site whenever a student requiring suctioning is at school.
2. No student shall be accepted at school until the “Go Bag” of portable equipment has been checked for content and function by a trained school employee. The Go Bag checklist can be found in Part III.
3. The student’s own suction machine is placed so that he or she is within easy access to the suctioning equipment.
4. Encourage student to cough to clear airway and possibly eliminate need for suctioning. However, some students may not be able to cough.
5. Avoid unnecessary suctioning to reduce chances of injury and infection.
6. Sterile technique is used for suctioning to decrease opportunities for infection, and to reduce liability.
7. Suctioning shall be performed:
 - a) According to physician’s special orders
 - b) Upon request of student
 - c) When noisy, moist respirations occur
 - d) When mucus is visible at trachea opening

B. Purpose of Suctioning

- The purpose is to maintain an open airway by keeping it clear of excessive secretions (mucus).

C. Equipment

1. Student’s own suction machine, including tubing (travels with student).
2. Catheter (Kit, In-Line or Sleeve)
3. Sterile saline vials.
4. Cup of tap water.
5. Resuscitator bag.
6. Plastic bag for waste.
7. “GO Bag”, portable equipment to be with the student at all times. Contents include:

- | | |
|--|------------------------------------|
| ✚ Resuscitator Bag | ✚ A passive condenser |
| ✚ Portable suction machine | ✚ Water-soluble lubricant |
| ✚ Suction catheters and sterile gloves | ✚ Emergency phone numbers |
| ✚ De Lee suction catheters | ✚ 3 cc syringe (cuffed trach only) |
| ✚ Disposable exam or sterile gloves | ✚ Plastic bag for waste disposal |
| ✚ Saline (sterile vials) | ✚ Tissues, wipes |
| ✚ Spare trach tube | ✚ One or two bulb syringes |
| ✚ Spare trach ties | ✚ A Go Bag list |
| ✚ Blunt scissors | |

D. Personnel Recommendations

- The procedure for tracheostomy suctioning should be performed by the qualified designated school personnel under supervision of the school RN

PROCEDURE FOR SUCTIONING: TRACHEOSTOMY USING CLEAN TECHNIQUES

Essential Steps	Key Points and Precautions
<ol style="list-style-type: none"> 1. Assemble supplies: <ol style="list-style-type: none"> a) Student's personal suction machine with b) Tubing c) Catheter d) Saline e) Cup of tap water f) Resuscitator bag (Ambu) 2. Wash hands. 3. Turn the suction machine on and check for function. 4. Open package and remove kit. 5. Open the kit without touching the inside of the kit or its contents and apply disposable exam gloves, or sterile* if ordered and maintaining sterile field. 	<p>Additional supplies should be with the student at all times in the "Go Bag". Protective eye wear and mask should be worn if splashing of body fluids is likely to occur.</p> <p>Except in an emergency. (Prepared hand wipes or hand sanitizer can be used if a sink is not available.)</p> <p>Place thumb over the end of the tubing to check for the vacuum.</p> <p>*If ordered as sterile, then use of sterile gloves and sterile field will be maintained.</p>
<ol style="list-style-type: none"> 6. Pick up the catheter is being careful not to touch from prescribed number down.. 7. Determine which hand will remain your sterile hand and which will become your "non-sterile" hand – typically the non-dominant hand will become the "non-sterile" hand-grasp the suction tubing with the "non-sterile" hand. 	<p>Be careful not to touch from the prescribed number down.</p>
<ol style="list-style-type: none"> 8. Use the resuscitator bag (Ambu) to give 3-5 breaths, if needed. 	<p>This is done because air, as well as secretions, is removed during the procedure.</p>
<ol style="list-style-type: none"> 9. Insert the catheter into the trach tube to the prescribed number without the suction being applied. 	<p>Decreases amount of air removed during suctioning.</p>
<ol style="list-style-type: none"> 10. Gently advances the catheter to the prescribed number. 	<p>If the catheter is advanced too far, the tissue in the trachea can be torn and cause bleeding. The least traumatic technique is to pre-measure the length of tracheostomy tube and introduce the catheter only to that number..</p>
<ol style="list-style-type: none"> 11. Apply suction by putting your thumb on the thumb port. 	
<ol style="list-style-type: none"> 12. Remove the catheter straight out from the trach tube over no more than 5-10 seconds. 	<p>The straight removal of the catheter avoids possible infection, by not disturbing the bio film from the trach to descend further into the airway and lungs. Once suction is applied, do not stay in the trach tube for more</p>

PROCEDURES FOR SUCTIONING USING CLEAN TECHNIQUE (page 2 of 2)

Essential Steps	Key Points and Precautions
	than 10 seconds. Remember, as secretions are removed, air is also removed.
13. Give 3-5 breaths with the resuscitator bag, if needed, after the catheter has been removed from the trach tube.	This replaces the air that has been removed.
14. Suctioning can be repeated in this order (steps 11-15) until the secretions are removed and the student is clear.	Let the student relax between passages of the catheter.
15. If the secretions are thick, the supervising registered nurse may instruct that sterile saline be placed in the trach tube, followed by extra breaths and then suction.	This will thin the secretions.
16. Once trach secretions are removed, may use same catheter to suction nose and mouth, if needed. (See Nasal and Oral Suctioning.)	The trach should be suctioned first, then the nose, then the mouth. Never reverse the order unless it is an emergency. (See Nasal and Oral Suctioning).
17. Disconnect the catheter from the connecting tubing once suctioning is complete. Wrap the catheter around the gloved hand and pull the glove off inside out. NOTE: The In-Line and Sleeve catheter are reused.	This will contain the used catheter inside the glove. Place in a plastic bag lined covered container for disposal or double bag. If the In-Line and Sleeve catheters are re-used within the 24 hrs, then rinse the sleeve with tap water and maintain for further use with use of universal precautions.
18. Rinse the suction connective tubing with tap water.	
19. Use universal precautions to clean the area as needed, and always at the end of the school day. Empty contents of suction bottle into the toilet and flush. Rinse suction bottle and suction tubing with tap water.	Always use universal precautions when handling any body fluids.
20. Wash hands.	Note student tolerance, unusual color, odor, consistency, and amount of secretions.

Tracheostomy Suctioning: Clean Technique Skills Checklist []Initial []Review

Student's Name: _____ Date of Birth: _____

Person Trained _____ Position _____

	Demo Date	Return Demonstration					
		Date	Date	Date	Date	Date	Date
A. States name and purpose of procedure.							
1. Verbalizes Universal Precautions							
B. Identifies Supplies:							
1. Suction machine with tubing							
2. Catheter							
3. Cup of tap water							
4. Resuscitator bag							
C. Steps:							
1. Assembles supplies							
2. Washes hands							
3. Turns suction machine on and checks for function.							
4. Prepare catheter.							
5. Opens kit without touching inside of the kit or its contents. (in-Line/Sleeve catheters open package) and apply disposable gloves.							
6. Pick up the catheter being careful not to touch the prescribed number down. Does not apply to In-Line/Sleeve.							
7. With the catheter in gloved hand and suction connective tubing in other gloved hand, attach catheter to connective tubing.							
8. Uses resuscitator bag with hand to give 3-5 breaths, if needed.							
9. Inserts catheter into trach tube without suction being applied.							
10. Gently advances the catheter to the prescribed number.							
11. Applies suction by putting thumb on thumb port.							
12. Remove the catheter straight out from the trach tube over not more than 5-10 seconds..							
13. Follow with 3-5 breaths after catheter has been removed from trach tube, if needed.							
14. Repeat suctioning in above order (Steps 9-13) until secretions are removed.							
15. Follows instructions of registered nurse regarding use of sterile saline to thin thick secretions and use of resuscitator.							
16. Suction nose and mouth with same catheter the same way.							

