

Tracheostomy Emergency: Replacement of Tracheostomy Tube

A. General Guidelines

1. The replacement of a tracheostomy tube can be done at school by a registered school RN or trained unlicensed school employee with current training in tracheostomy tube replacement. However, tracheostomy tubes should not be changed in the school setting except in an emergency. An example of such an emergency would be if the tube became dislodged or obstructed. If this occurred, the tube must be removed. If the entire tracheostomy tube comes out, it must be replaced immediately.
2. An extra tracheostomy tube with an obturator (appropriate size) should be kept at school.
3. If a problem develops in reinserting the tube, transport the student immediately to a physician or hospital emergency room.

B. Purpose for Changing the Tracheostomy Tube

- To maintain an open airway.

C. Equipment

1. Sterile tracheostomy tube (appropriate size)
2. Scissors
3. Trach tube holder or twill tape for tying
4. Suction machine, including collecting bottle and connecting tube.
5. Resuscitation bag, when ordered (such as an Ambu bag)
6. Sterile disposable suction catheters
7. Nonwaxed clean paper cups
8. Supply of sterile normal saline vials
9. 3 cc syringe for inflation of trach cuff
10. Sterile exam gloves
11. Tissues
12. Plastic lined wastebasket (kept beside suction machine and used for contaminated materials)

D. Personnel Recommendation

The procedure for replacing a tracheostomy tube, which is outlined below, should be performed only by school RNs or paramedics who have current training in replacing a tube.

E. Procedure - Teach for Emergencies.

- The school RN will teach the school employee designated to provide care for the student the procedures to follow in an emergency.

PROCEDURE FOR TRACHEOSTOMY EMERGENCY: REPLACEMENT OF TRACHEOSTOMY TUBE

Essential Steps	Key Points and Precautions
1. Wash hands if student's condition permits.	
2. As you carry out this procedure, reassure student that he or she will be all right. a. Ask for assistance if needed.	Calm and assured approach promotes student cooperation and ease of tube insertion.
3. Position student with head tilted back. If possible, fold a towel in a roll and place under back of neck.	
4. Assemble equipment.	
5. Open same size tracheostomy tube package.	Student's "Go Bag" should be intact with trach tube and necessary supplies easily accessible.
6. Don disposable exam gloves.	Trach tube may be in a Ziploc bag or another device/container used for storage.
7. Insert obturator (if applicable) into same size trach tube. Lubricate end of tube and obturator with sterile, water-soluble lubricant – <u>Do Not Use Vaseline</u> .	
8. Insert trach tube and hold in place while removing obturator. a. If unable to insert same size trach tube, use smaller trach tube.	Do not let go of trach tube until it has been secured.
9. Secure trach tube with tube holder or twill tape. The student or another person may hold tube in place until it is secure with tape.	Check one end of tape for slit. If none is there, cut a slit with scissors. Cut one tape longer than the other so tape will come at side of the neck. A Velcro tracheostomy tube holder may be used. One finger should be able to be passed under tie.
10. Be sure the trach tube holder/twill tape is not too tight.	
11. Observe spontaneous air movement by rise and fall of chest. Attach resuscitation bag to trach and give breaths if needed.	Observe student for warning signs and symptoms of respiratory distress.
12. Record procedure on student's log.	

Respiratory Emergencies:
Accidental Removal of Tracheostomy Tube 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							
B. Identifies Supplies:							
1. Emergency phone number list							
2. Spare tracheostomy tube with twill tape or trach tube holder attached and obturator.							
3. Lubricant – jelly or saline							
4. Blunt scissors							
5. Suction supplies							
C. Steps:							
1. Describes recognition of problems:							
a) Respiratory distress							
b) Finding trach tube out of trachea							
c) Apnea Monitor alarm							
d) High pressure alarm (ventilator)							
e) Low pressure alarm (ventilator)							
2. Preparation and prevention:							
a) Has spare tube with student always							
b) Posts emergency numbers							
c) Answers alarms promptly (apnea or ventilator)							
d) Keeps trach tube midline and straight							
e) Knows CPR							
3. Action:							
a) Removes old tube & replaces with spare tube							
b) Assesses student							
c) Calls for emergency help, if needed							

Comment: _____

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