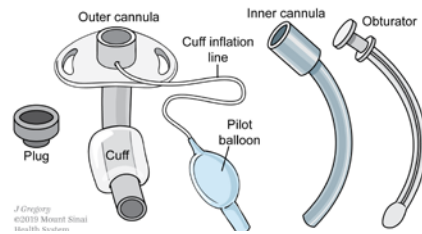


Parts Of A Tracheostomy

- **Outer cannula with balloon:** this portion will stay in the patient's neck at all times
- **Inner cannula:** this portion fits into the outer cannula and locks in place. The inner cannula will be removed daily for cleansing and then replaced into the outer cannula
- **Obturator:** this portion is used to initially insert the tracheostomy in place. You will not be using this in your daily care



Tracheostomy care kits contain the following items:

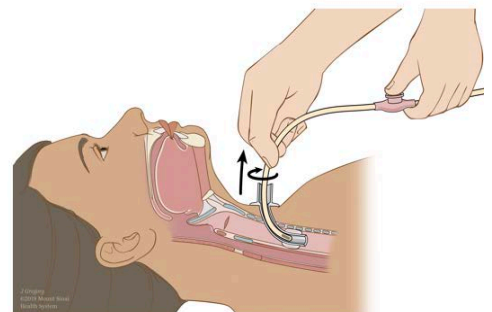
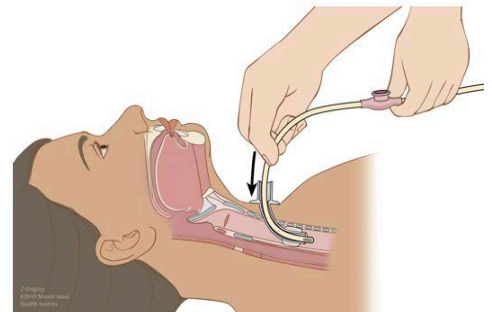
- Basin
- Gloves
- Suction Catheter
- Brushes
- 4 x 4 gauze pads

In addition, you will need **sterile water or saline**, a **suction machine** and **connecting tubing**.



Tracheostomy Suctioning Procedure

- 1) Wash your hands thoroughly.
- 2) Assemble your equipment so that it is convenient.
- 3) Turn on the suction machine and test that it is working. Open the plastic cover of the suction catheter and attach the end to the connecting tubing.
- 4) Put on your gloves.
- 5) Remove the suction catheter from the plastic cover and dip the loose end into the sterile water or normal saline in the bowl. This lubricates the tip and helps the catheter to slide into the trach easier.
- 6) Have the patient take a few deep breaths and cough. These techniques help to provide extra oxygen and move secretions upward to make suctioning easier. Slowly insert the moist catheter into the trach tube until you feel resistance. A short distance is all that is needed.



- 7) Do not cover the suction catheter valve while inserting the catheter.
- 8) Remove the suction catheter from the trach with your finger covering the suction valve. This will draw mucus/secretions from the trach into the tubing.
- 9) The whole process of insertion into the trach and removal should take no longer than 10 seconds. A good trick is to hold your breath until you feel the need to take a breath – that is the duration suctioning should take.
- 10) You can repeat this process several times until you no longer are seeing secretions coming out. Have the patient take several breaths between each suction catheter pass.
- 11) If the catheter remains clean, you can reinsert it into the plastic sleeve and use again. If it appears heavily soiled, you can discard.

Tracheostomy Tube Cleaning & Skin Care

- 1) Wash your hands thoroughly. Open the tracheostomy care kit and place your contents conveniently.
- 2) Unlock the inner cannula and slide it outward and downward.
- 3) Soak the cannula in 1 part hydrogen peroxide and 3 parts saline. This will help remove secretions. Wait for the foaming to stop before cleaning.
- 4) Use the small brush to clean the inner cannula both inside and outside.
- 5) Rinse the inner cannula with water or saline.
- 6) Remove excess water and reinsert the inner cannula in place. Make sure to lock the inner cannula in place.

Changing Trach Ties

- 1) Wash your hands thoroughly. Use scissors to cut dirty trach ties or unhook the Velcro from the soft trach ties – one side only.
- 2) Clean the skin around the trach site with water or saline. Inspect the area for redness, discharge, pain, skin breaks. If any of these are present, call your surgeon to discuss how to care for it before it becomes problematic.
- 3) Insert new trach tie through the opening of the trach plate.
- 4) Gently pull the trach ties behind the neck.
- 5) Remove the trach tie from the other side of the neck and insert the trach tie through the opening of the trach plate. Depending on the type of trach tie you are using you will either have a Velcro closure or use a knot to secure the trach tie.
- 6) You should be able to insert two fingers between the side of the neck so the trach is secure but not too tight.

