

Procedure for Emergency Tracheostomy Replacement

Trainee Name: _____

Procedure	Rationale	Date	Evaluator Initials
1. Check orders.	Orders are current and up to date. Note trach size. Prepare and reassure student for upcoming procedure.		
2. Wash hands and put on gloves.	Sterile gloves are not required as long as you are not touching the curved part of the trach that is to be inserted. This curved side of the trach is sterile.		
3. Prepare supplies <ul style="list-style-type: none"> a. New trach (same size and downsize) b. Water soluble lubricant or sterile saline c. Velcro trach ties d. Scissors e. Gloves f. Ambu bag g. Suction supplies 	All supplies should be included in the "To-Go" emergency bag. Have both size trachs available for use, in case of emergency. Only initially open and prepare the same size trach package.		
4. If applicable, insert the obturator inside the trach.	The obturator is the firm, thin plastic piece that is used to guide the trach into the stoma. It is <i>only</i> used for insertion.		
5. Apply lubricant to end of trach.	Remember, the end of the trach going into the student must remain sterile.		
6. Position student with head tilted back.	Do not hyperextend the neck.		
7. Remove old trach.			
8. Insert new trach (with obturator) into the stoma.	Use a downward arc motion as trach is inserted. If the trach tube cannot be re-inserted, continue to reassure the student and encourage deep breathing. As they are taking deep breaths, prepare to insert the trach into the stoma as it opens.		
9. Holding trach in place, remove obturator.	The student is unable to breath with the obturator in place.		
10. Secure Velcro trach ties.	Trach ties should be secure, but loose enough to fit 1-2 fingers underneath ties for comfort.		
11. Assess lung sounds. Observe for any bleeding.	Ensure the trach is resting properly in place. Assess the student has good air movement and is not in		

	distress. A small amount of bleeding may occur around stoma or in secretions with suctioning after trach change.		
12. Perform suctioning if necessary.	Follow suction procedure.		

If the trach tube cannot be re-inserted despite encouraging deep breathing, prepare to insert downsize trach. If unable to insert trach, call 911. If trying to manually ventilate student without trach in place, cover the stoma with your finger and bag via mask covering mouth.

Trainer's signature _____ Date _____

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Porter, S.M., Branowicki, P.A., & Palfrey, J.S. (2014). *Supporting students with special health care needs: guidelines and procedures for schools*. Baltimore: Paul H. Brookes Publishing Co., Inc.

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