

Procedure for Tracheal Suctioning

Trainee Name: _____

Procedure	Rationale	Date	Evaluator Initials	Date	Evaluator Initials	Date	Evaluator Initials
1. Check orders.	Orders are current and up to date.						
2. Wash hands.							
3. Prepare supplies a. Suction machine b. Suction catheter c. Gloves d. Ambu bag	Test suction machine. Turn on to check function and level of pressure.						
4. Explain procedure at student's level of understanding.							
5. Position student.							
6. Encourage student to cough.	Help to clear airway secretions.						
7. Open catheter package.							
8. Put on gloves.	Sterile gloves not always provided. When using clean gloves, one hand will be your dominate clean hand.						
9. Hold suction catheter in dominant hand. Attach to suction tubing, held in your other hand.	Note the depth of catheter insertion. Do not touch part of catheter to be inserted.						
10. Turn on machine.	Using non-dominant "dirty" hand.						
11. Gently insert catheter to predetermined measurement, with thumb off of vent hole.	Do not insert past ordered suction depth. No suction pressure on the way into the trach.						

12. Cover vent hole with thumb while removing catheter.	Will apply suction pressure on the way out of the trach.						
13. Allow student to take breaths, or give breaths as needed with ambu bag between catheter passes.	Monitor for signs and symptoms of distress. Monitor that student can tolerate suction procedure.						
14. Repeat as needed.							
15. Discard supplies. Wash hands.							
16. Document.	Note color, consistency and amount of tracheal secretions.						

Trainer's signature _____ Date _____

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Trainer's signature _____ Date _____

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.