

## Changing Trach Ties

### Supplies Needed:

1. Velcro ties
2. Supplies needed for tracheostomy stoma cleaning

### Changing Tracheostomy Ties Procedure:

1. If feasible, place the student on his/her back on a flat surface. If possible, roll up a small towel or blanket and place it under the student's shoulders to extend his/her neck.



2. While a second person holds the student's tracheostomy tube in place, remove the old velcro ties.



□ Use a saline wipe or wash with mild soap and water to clean all the way around the student's neck where the old tracheostomy ties were located.

□ Use a saline wipe or wash cloth with mild soap and water to clean the stoma around the tracheostomy tube.



5. If the student uses a dressing around the trach site, apply a new dressing.

6. Thread the self-fastening tab through the flange of the tracheostomy tube, folding it back onto the cloth material and fastening it securely.

7. Repeat on the other side of the tracheostomy tube.

8. With the student sitting up (while a second person continues to hold the tracheostomy tube in place), bring the two ends of the velcro ties together at the back of the student's neck. Fasten the third self-fastening tab to the material. Trim off any excess fabric.

9. Check that the velcro ties are secure, allowing for one finger to fit between the tie and the student's neck.

