

Changing the Tracheostomy Tube

Supplies Needed:

1. Same size tracheostomy tube with obturator
2. Sterile Lubricant
3. Small Towel
4. New trach ties or chain
5. 5 ml syringe if the student has a cuffed trach.

Procedure:

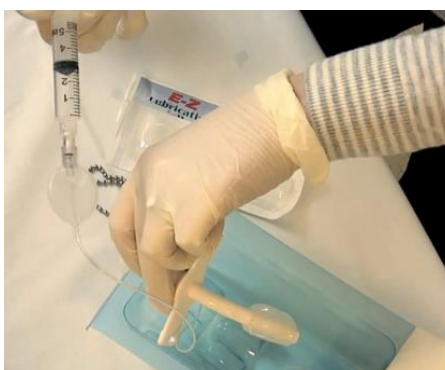
1. If feasible, place the student on his/her back on a flat surface. If possible, roll up a small towel or blanket and place it under the student's shoulders to extend his/her neck. This will enable you to visualize the student's trach and stoma.



3. Open the new tracheostomy tube package. The tracheostomy tube will have an obturator inside it to make it stiffer and to help guide it into the stoma.
4. Place a small amount of lubrication on the end of the tracheostomy tube.



5. If the student has a cuffed trach, inflate and deflate the cuff on the new trach to make sure it is intact.
6. Place the tracheostomy tube back in the package until you are ready to use it to ensure that it stays clean.



7. Prepare to remove the student's tracheostomy tube. If the student has a cuffed tracheostomy tube, deflate the cuff using the empty 5 mL syringe.



8. While holding the student's tracheostomy tube in place, undo his or her trach ties or chain. You may need a second person to help complete this step.
9. If the student is on a ventilator, disconnect the ventilator adaptor from the student's trach while continuing to hold the trach in place.



10. Remove the new tracheostomy tube from the package with your dominant hand taking care not to touch it to anything.
11. Remove the student's tracheostomy tube with your non-dominant hand and immediately place the new tracheostomy tube into the student's stoma with your dominant hand. You may need a second person to help you complete this step.



12. If you are unable to easily insert the new tracheostomy tube, remain calm. Pull the tracheostomy tube back out, slightly reposition the student and try again.



13. Once the new tracheostomy tube is in place, immediately remove the obturator. If the student is on a ventilator reconnect the ventilator adaptor to the trach.

14. Replace trach ties or chain to secure the trach. You may need a second person to help you complete this step.



15. If the student has a cuffed trach; inflate the cuff using the 5cc syringe.

