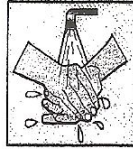


Tracheostomy Care

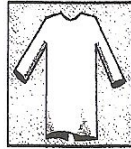
Protective Barriers
(as necessary to prevent exposure to blood or body fluids)



Handwashing



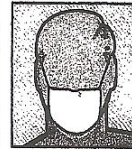
Gloves



Gown



Designated Waste Disposal



Mask



Goggles



Face Shield

Purpose

The purpose of this procedure is to guide tracheostomy care and the cleaning and sterilization of reusable metal tracheostomy tubes.

Equipment and Supplies

1. Gloves;
2. Mask and eyewear (as indicated);
3. Tracheostomy care kit;
4. Hydrogen peroxide;
5. Sterile water or normal saline;
6. Suction catheter;
7. Suction machine;
8. Replacement tracheostomy tube (as necessary);
9. Gauze dressing; and
10. Twill ties.

Procedure Guidelines

Tracheostomy Care:

1. Wash hands.
2. Put exam gloves on both hands.
3. Remove old dressings and ties. Pull soiled glove over dressing and discard into appropriate receptacle.
4. Put on fresh gloves. (Note: Sterile gloves must be used for anything other than stoma care.)
5. Set up tracheostomy-care kit.
6. Clean tube and site with hydrogen peroxide and saline (or water).
7. Change disposable tracheostomy tubes in accordance with established policy.
8. Change dressings when soiled or wet.
9. Change ties when soiled or wet.
10. Remove gloves and discard into appropriate receptacle.
11. Wash hands.

Cleaning Reusable Metal Tracheostomy Tubes:

1. Wash hands.
2. Put gloves on both hands.
3. Soak the tube in hydrogen peroxide for ten (10) minutes.
4. Clean with pipe cleaners and brush. Rinse and dry.
5. Remove and discard gloves into an appropriate receptacle.
6. Wash hands and put on fresh gloves.
7. Keep the tracheostomy tube in a secure location until it is needed again. If the resident only has two (2) metal tracheostomy tubes, return this one to the bedside.

Miscellaneous

1. Aseptic technique must be used:
 - a. During all dressing changes until the tracheostomy wound has granulated (healed);
 - b. During tracheostomy tube changes, either reusable or disposable;

- c. During endotracheal suctioning; and
 - d. During cleaning of reusable tracheostomy tubes.
2. Gloves must be used on both hands during any or all manipulation of the tracheostomy. Sterile gloves must be used during aseptic procedures.
 3. A mask and eyewear must be worn if splashes, spattering, or spraying of blood or body fluids is likely to occur when performing this procedure.
 4. Tracheostomy tubes should be changed as indicated, and at least **monthly**.
 5. Provide tracheostomy care as often as needed, at least twice daily for old, established tracheostomies, and at least once per shift for residents with new tracheostomy sites.
 6. A replacement tracheostomy tube must be available at the bedside at all times.
 7. A suction machine, supply of suction catheters, exam and sterile gloves, and flush solution, must be available at the bedside at all times.
 8. Masks are indicated if the resident is coughing, there is aerosolization of secretions during suctioning, and/or exposure of mucous membranes of the staff person's mouth and nose are likely.