

## Tracheostomy Care – Changing the Tracheostomy Tube

The tracheostomy tube is changed once a week and as needed.

Change the tracheostomy tube on \_\_\_\_\_

Current Tracheostomy Tube size: \_\_\_\_\_ Size smaller tracheostomy tube size: \_\_\_\_\_

1. Wash your hands for at least 20 seconds
2. Gather supplies and place them where they can be easily reached

### Supplies Needed:

- Current size tracheostomy tube: obturator(guide wire inserted), tracheostomy ties on(smaller size tracheostomy tube in case of emergency)
  - Water soluble lubricant
  - 3ml or 6ml syringe for cuffed tracheostomy tube
    - Blanket roll to place under shoulders, if needed
    - Swaddle blanket, if needed
    - Clean tracheostomy tube ties, cut to size
    - Scent free and dye free soap
    - Distilled water
    - 6: 4x4 gauze(For stoma site: 1-soapy/wet, 1-wet, 1-dry, For neck: 1-soapy/wet, 1-wet, 1-dry)
    - 2x2 split-gauze dressing or other dressing to place in between tracheostomy tube and skin
3. Remove your child's clothing from around his/her neck and shoulders
  4. Position your child on his/her back with a blanket roll under their shoulders, if needed
  5. Swaddle your child, if needed
  6. First caregiver holds tracheostomy tube in place, second caregiver undo tracheostomy ties
  7. First caregiver remove your child's tracheostomy tube following the curve of the tube
  8. While tracheostomy tube is out, second caregiver cleans stoma(opening) with soapy, wet and dry 4x4 gauze using swiping method
  9. Second caregiver inserts a clean tracheostomy tube (with obturator in place) into the tracheostomy stoma (opening)
  10. Second caregiver, while holding clean tracheostomy tube in place, remove the obturator as soon as the tube is in place
  11. First caregiver, replace tracheostomy mask, HME or ventilator if needed
  12. First caregiver, place tracheostomy tube dressing
  13. First Caregiver, Fasten the ties securely in the back(The ties should be tight enough that only the tip of your little finger can fit between the ties and your child's neck)
  14. Clean the used tracheostomy tube and ties to use again. (See **“Tracheostomy Care – Cleaning the Tracheostomy Tube and Ties”** handout)

### Safety Precautions:

- Notify your child's doctor: \_\_\_\_\_ if your child has a fever, diarrhea or vomiting
- Change the tracheostomy tube before your child's mealtime, so his/her stomach is empty. This will lessen the chance of vomiting
- Always keep 2 spare, clean tracheostomy tubes (one tube of the same size and one a size smaller) at the bedside or near your child at all times. This is in case an emergency change is needed
- Change the tracheostomy tube immediately if you cannot get a suction catheter to go through the tube
- If the tracheostomy tube is difficult to insert:
  - Make sure the tube is inserted in the correct direction
  - Make sure the obturator is in place
  - Check your child's position. His/her neck may need to be a little more or less tilted
  - If you are not able to insert the same sized tracheostomy tube, use the tube one size smaller. If you need to use a smaller tube, call your child's doctor for assistance in replacing the original sized tube

**If your child is having difficulty breathing, call your emergency number (911) or take him/her for emergency medical care.**