

APPENDIX 6: SUGGESTED PROCEDURE FOR CHANGING LONG TERM TRACHEOSTOMY TUBE



The purpose of this document is to provide guidance for the completion of elective (routine) tracheostomy tube changes. This has been created to support the provision of training to healthcare professionals, patients, carers, and families who may be undertaking tracheostomy tube changes. It must only be considered as guidance and must be reviewed and adapted locally to suit individual services and tailored to each patient with a tracheostomy.

SUGGESTED PROCEDURE FOR CHANGING LONG TERM TRACHEOSTOMY TUBE FOR 2-PERSON ELECTIVE (PLANNED) PROCEDURE:

Refer to individual's tracheostomy passport for information about previous tracheostomy tube changes and potential risks.

A. Equipment for change

- Dressing pack
- Extra gauze
- New tracheostomy tube same model and size
- Lubricant e.g. optilube
- 5 or 10ml Syringe (if cuffed tube)
- Normal saline
- Clean stoma dressing
- Clean tracheostomy tie / tube security tapes
- Non-sterile gloves
- Emergency equipment
 - Emergency tracheostomy box
 - Suction machine (if clinically indicated / as per individual plan)

B. The Change:

- Employ all appropriate infection control preparation and donning of appropriate PPE. (refer to current Public Health England Guidelines and your own healthcare agency / hospital guidelines)
- Prepare all the equipment required to change the tracheostomy tube on a cleaned surface.
 - Open dressing pack

- Ensure the new tracheostomy tube has not exceeded expiry date and is the correct tube for insertion
- Open new tracheostomy tube same model and size employing a non-touch technique when handling the tracheostomy tube i.e. gloved hand will handle the tracheostomy tube via the flanged or 15mm connector.
- Ensure new inner cannulas are also either in the same box or a new set has been opened ready for use
- Open stoma dressing and ties
- If a cuffed tube, check the cuff by inflating the cuff using the syringe filled with air
- If the cuff is intact, deflate the cuff completely using the syringe
- Open the lubricant and sparingly lubricate the bottom 1/3 of the tracheostomy tube
- Ensure all emergency equipment is close by
 - Position the patient so they are comfortable and there is clear access to the patient's neck / tracheostomy stoma. Depending on individual patients' circumstances, positioning the patient's neck in slight extension (chin tilted upwards) may be beneficial. However, the position of the patient will depend on the patient's preference:
 - Sitting up in a chair with the back tilted slightly
 - In bed
- Carry out the change with the second practitioner / carer
 - One practitioner will assist the other will re-insert the new tracheostomy tube
 - Unfasten the tracheostomy ties and remove the old stoma dressing
 - If the tube is cuffed carry out a 2-person cuff deflation technique
 - The assistant will take out the old tracheostomy tube
 - Clean the stoma with the gauze soaked in saline and dry with a clean piece of gauze
 - Second practitioner re-inserts new tracheostomy tube
 - Remove the introducer / obturator and insert the inner cannula (depending on make of tracheostomy tube, confirming inner tube lock mechanism is in working order, and repeat with spare inner tube).
 - If cuffed tracheostomy tube, assistant will re-inflate the cuff until no sounds can be heard from upper airway or until correct pressure on manometer (air filled cuff only)
 - Inspect the stoma once the tracheostomy tube is removed

- Granulation
- Sores
- Redness / infection
- Tracheostomy tube is then secured with tracheostomy ties
- Stoma dressing is put in place

C. Post change:

- Ensure the tracheostomy tube is secured appropriately
- Ensure the patient is comfortable and their chest moves equally on both sides.
- Complete relevant post-insertion checks as appropriate for the individual e.g., oxygen saturations, air flow via tracheostomy tube, (feel for good airflow using back of gloved hand), vocalization
- Record tracheostomy tube change in patients care plan / tracheostomy change booklet:
 - Place tracheostomy tube product code sticker into notes / booklet
- Agree the date and time of the next tracheostomy change with the patient and /or their carers.