TRACHEOSTOMY REPLACEMENT

PURPOSE

In case of tracheostomy tube being blocked or accidentally dislodged. **IN A SCHOOL SETTING, THIS PROCEDURE SHOULD BE DONE ONLY IN AN EMERGENCY!**

PERSONNEL

The procedure for replacing a Tracheostomy tube should be performed by a School Nurse who has current training in replacing a tube. If the School Nurse is not available, unlicensed qualified designated school personnel* may replace. If the School Nurse or other unlicensed qualified designated school personnel* are not available, paramedics will be contacted immediately.

- School Nurse – The School Nurse is the direct and indirect procedural supervisor responsible for training and monitoring involved staff.
- Paramedics
- Unlicensed qualified designated school personnel*
- Parent/Careprovider

GENERAL INFORMATION

- **Respiratory distress may be evidenced by**
  - absent or difficult breathing, or
  - pallor or cyanosis (bluish-gray coloring around the eyes, lips, or nail beds).
- In case of a blocked or dislodged tracheostomy tube, the replacement of the tube according to the procedure for Tracheostomy Replacement should be attempted by the School Nurse.
- If the School Nurse is not present and there are no signs of respiratory distress, the paramedics will be called.
- Monitor continuously – If pupil shows signs of respiratory distress and nurse and/or paramedics have not arrived, trained staff will make the decision to try replacement. **EMERGENCY ONLY! CPR MAY ALSO BE NECESSARY – IF SO USE AMBU BAG (IF AVAILABLE) OR COVER TRACH STOMA WITH YOUR THUMB IF AN AIR LEAK IS PRESENT.**
- Parent/careprovider are to be notified of the need for tube replacement as soon as possible.
- Replacement procedure and associated emergency plan(s) will be fully discussed with parent/careprovider/guardian, documented on the individual Education Plan, and approved by the physician. A copy of the procedure is to be attached to the IEP.
- The student is to have an extra, clean Tracheostomy tube (same size and one size smaller) and obturator with them at school at all times.
- Parent/careprovider is responsible for supplying the necessary equipment to perform the procedure at school.

*“Qualified” for the designated school personnel shall mean trained in the procedures to a level of competence and safety which meets the objectives of the training as provided by the school nurse, public health nurse, licensed physician and surgeon, or other programs which provide the training. Training means preparation in the appropriate delivery and skillful performance of specialized physical health care services. (5 CCR 3051.12)

OCDE Reviewed/Approved November, 2011