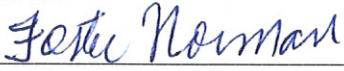


COBB COUNTY COMMUNITY SERVICES BOARD

Policy # 9015	Tracheostomy Care	Nursing
Origination Date: February 1998		
Revision Date: June 2004; March 27, 2006; January 30, 2009		
Reviewed Date: February 2005; July 20, 2007; May 19, 2010, October 2, 2012, May 8, 2013, July 25, 2016, August 29, 2019		
Approved:  _____ Foster Norman, Executive Director		

POLICY:

It is the policy of the Cobb County Community Services Board to have procedures in place to care for individuals with a Tracheostomy in order for the individual to maintain oxygenation.

PROCEDURE:

A. Tracheostomy Care

1. Have the following equipment available:
 - a. Gloves
 - b. 4" x 4" sponges
 - c. Basin
 - d. Soft brush and/or pipe cleaners
 - e. Hydrogen peroxide
 - f. Water
 - g. Twill tape
 - h. Scissors
2. Assess individual's understanding and skill in conducting Tracheostomy care, instruct and assist as needed.
3. Individual should be in comfortable position, usually sitting, with equipment accessible.
4. Wash hands and instruct individual to do the same. Put on gloves.
5. Slide out inner cannula.
6. Place cannula in basin with hydrogen peroxide and water or solution ordered by physician and regularly used by individual.
7. Clean cannula with brush, swabs and or pipe cleaner.
8. Rinse with water.
9. Dry with 4" x 4" sponge.
10. Replace in outer cannula and secure.

B. Tracheostomy Dressing Change

- a. Have clean 4" x 4" sponge ready to replace old dressing and clean twill tape available.
- b. Prepare the dressing:
 - i. Fold in half lengthwise.
 - ii. Fold each end toward the center and place around tube with ends pointing up.
- c. Using new twill tape, measure tie length against tie currently in place then cut proper length.

- d. Remove old dressing around tube and check condition of skin area around tracheostomy for redness, open areas or swelling
- e. Cleanse area with swab moistened in water and dry with 4" x 4" sponge.
- f. Place new dressing around tube with ends up.
- g. With individual or second staff member, if indicated, hold tube in place while removing old twill tape (tie) and securing new tie.
- h. Check placement of tube.
- i. Check for secure placement of ties and dressing.
- j. Dispose of gloves, used dressings, tapes and swabs.
- k. Review procedure with individual. Assess how individual tolerated procedure and address identified knowledge deficits and document in Progress Note.