

Downsizing Tracheostomy Tube

1. Criteria to downsize tracheostomy tube
 - a. After seven days – do not down size tracheostomy tube prior to seven days post placement
 - b. Mental status appropriate to protect air way
 - c. Secretions less than every two hours
 - d. No active pneumonia
 - e. No aspiration of feedings
2. Procedure
 - a. There should be two persons present at the tracheostomy tube change
 - b. Who should do the first tracheostomy tube change?
 - Facility surgeon or Senior Resident
 - Senior Resident should have performed tracheostomy tube change with faculty surgeon before doing change by himself or teaching Junior Resident
 - c. Equipment
 - Respiratory service by bedside
 - Tracheostomy tray near bedside
 - Smaller size tracheostomy tube set by bedside e.g. if tracheostomy tube size is 8.0 then have six 6.0 by bed side
 - Endotracheal tube by bedside – should have equipment available for placement of endotracheal tube
 - Tracheostomy tube obturator by bedside
 - Velcro tracheostomy tube tie by bedside
 - Ambu bag by bedside
 - Make sure there is adequate lighting
 - Suction and suction catheter
 - Endotracheal stylet
 - d. Technique
 - Turn oxygen up to 100% for several minutes
 - Check balloon on new tracheostomy tube
 - Milk balloon back on the tracheostomy tube and remove all air
 - Make sure obturator is in tracheostomy tube
 - Wet balloon with saline
 - Suction old tracheostomy tube with suction catheter
 - Remove sutures hold tracheostomy tube to skin if still in place hopefully the will have been removed at seven days
 - Make sure label retention sutures are not crossed – the retention sutures are used to open tracheostomy incision in case tracheostomy tube has slipped out of trach – do not pull hard on the sutures. If tracheostomy has been in place for two weeks or more remove retention sutures.
 - If tracheostomy tube does not go in easily mask patient by mouth and open tracheostomy set – do not jab tracheostomy tube or stylet wildly into tracheostomy site
 - Deliver oxygen to tracheostomy opening