



Tracheostomy Protocols *September 2021*

Tracheostomy Protocols

- In the interests of infection control, young people are only to be administered their nutrients using their own equipment which should be stored in their clearly labelled box.
- Communication with parents/carers to ensure all equipment in gastro boxes is replaced, if possible, every two weeks. Each young person's file contains a record sheet for staff to monitor and ensure equipment is replaced regularly.
- All staff supporting with this medical intervention must have completed the underpinning knowledge training annually and been signed of as competent by the School Health advisor or the Ventilation team.
- Staff are responsibility to schedule these assessments with the Health professionals and forward the final completed competency written assessment to the Director of care and Everyone Learning.
- The staff member performing a tracheostomy change or medical intervention should wear droplet precaution PPE (fluid repellent face mask, apron, gloves).
- Under the current covid 19 infection control government guidance, staff must have been to the fitment test procedure to ensure you have the correct FFPT2/3 Face mask covering.
- Staff must ensure that each young person has the essential components on site and available at all times. Please keep a clear log of the size recommended and ensure you use this.
- If you notice any problems around the site area, please report your concerns to the SHA and SLT team immediately.
- PPE needs to be changed between each episode of care.
- This should ideally be performed in a separate space where possible. Following the Health and Safety Risk assessment.
- If a child is symptomatic, they should be sent home immediately or not allowed into school.
- All equipment that is received must be inventoried in by the class team and stored appropriately and accessible to staff

Before assisting with the young person's Tracheostomy medical intervention, remember to adhere to infection control/best practice guidelines:

- Ensure you have completed the relevant training required to support the gastrostomy feed and you have completed the required competency assessments.
- Ensure you understand the guidelines of each individual feeding regime.
- Please wash your hands and, if required, put on non-sterile gloves and ensure you are wearing the correct PPE- FFPT2/3 mask fitting provided.



Follow the Health care plan and in the event an ambulance is required please follow the 999 Ambulance procedure in the Administration of Medication Policy

Aftercare procedure

- After use, please wash all the equipment and return it to the young person's personal box.
- Dispose of all PPE in the yellow clinical waste bins provided.
- Display notice of the time you exited the room to ensure this space can be ventilated for a period of 45 minutes with no-one using this space until the time displayed
- Please keep the box clean at all times and wash the box thoroughly each week.
- Ensure you keep clear up to date documentation of the medical interventions carried out.
- Letters are available to send home to parents to request additional stock on site. Please email the Admin team if you need to contact parents.

Please follow the advice given by the health professionals in accordance with the latest government guidance for Covid 19 around Infection Control protocols and Risk Assessments when carrying out these medical interventions - remember to use the correct PPE for each medical intervention and keep clear records documenting all the support given.

Please be aware that all guidance is subject to change dependent on the latest Covid 19 guidance from the NHS and Public Health England

Thank you for your ongoing support.

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