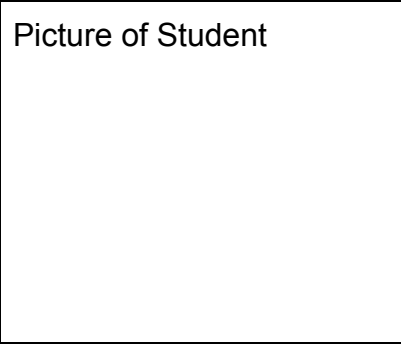


## Emergency Action Plan for Trached Student

Student Name \_\_\_\_\_ DOB \_\_\_\_\_  
Parents/Guardians names \_\_\_\_\_  
Phone numbers \_\_\_\_\_  
Grade \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

Picture of Student



A tracheostomy is a surgically made hole that goes through the front of your neck into your trachea, or windpipe, and uses a breathing tube placed through the hole to help you breathe. (NIH, n.d.)

**In the event of difficulty breathing:** Breathing fast, hard, has a change in skin color, lots of mucus, ventilator may be alarming.

- Remain calm.
- Assess trach site to make sure trach is midline and in airway.
- Suction student according to protocol.
- Clean or change inner cannula.
- If distress continues, call for SN or EMS if unavailable.
- Provide ventilations with Ambu bag - 1 breath every 5 seconds around trach site until help arrives.

**In the event the trach is pulled out:**

- Remain calm.
- Notify School Nurse.
- Reinsert back up tracheostomy with the aid of obturator, if unable, insert downsize back up trach.
- Call 911 if unable to insert. Provide ventilations with Ambu bag - 1 breath every 5 seconds around trach site until EMS arrive

**In the event of a building evacuation:** Follow planned evacuation procedures with student and take emergency bag and equipment.

Emergency Bag Items (developed in collaboration with parents/guardians/nurse/teachers to ensure student's safety. Individualized per student)

1. Special medical equipment (medication pump, ventilator, oxygen, back up trach, and downsize trach, obturator, ambu bag, trach ties, suction, etc)
2. Medications
3. Communication needs/devices
4. Incentives to keep students quiet
5. Pertinent medical information card

#### References:

Tracheostomy Care & Procedure. (n.d.). Retrieved from <https://my.clevelandclinic.org/health/treatments/17568-tracheostomy-care>

Tracheostomy Care for Children (Aftercare Instructions) - What You Need to Know. (n.d.). Retrieved from <https://www.drugs.com/cg/tracheostomy-care-for-children-aftercare-instructions.html>

The Royal Children's Hospital Melbourne. (n.d.). Retrieved from [https://www.rch.org.au/rchcpg/hospital\\_clinical\\_guideline\\_index/Tracheostomy\\_management/](https://www.rch.org.au/rchcpg/hospital_clinical_guideline_index/Tracheostomy_management/)

Tracheostomy. (n.d.). Retrieved from <https://www.nhlbi.nih.gov/health-topics/tracheostomy>  
(n.d.). Retrieved from <https://www.youtube.com/watch?v=HHrNk4sJUqQ>

#### Resources for Staff

<https://www.youtube.com/watch?v=HHrNk4sJUqQ>

[https://www.rch.org.au/rchcpg/hospital\\_clinical\\_guideline\\_index/Tracheostomy\\_management/](https://www.rch.org.au/rchcpg/hospital_clinical_guideline_index/Tracheostomy_management/)

<https://www.drugs.com/cg/tracheostomy-care-for-children-aftercare-instructions.html>

## How to Suction a Tracheostomy Tube

