Guidelines for NON-CRITICAL CARE staff

Safe positioning of patient with an Endotracheal or Tracheostomy tube

- Any patient with an Endotracheal Tube or tracheostomy needs very careful repositioning to ensure the airway does not become dislodged or falls out.

- Repositioning of a patient with an ET or tracheostomy tube is always at least a two person job, but may often require more staff to perform this safely.

- All staff performing the reposition need to be made aware of the airway in situ, where the ETT is at the lips, and ensure that either the Anchorfast, ET tapes or trachy collar are attached securely.

---

**ET Tube**

- Check lip level, check ETT is secure
- If necessary, have a staff member holding ETT*  
- Alert staff to any difficult airway issues
- Explain plan for reposition, and proceed
- Once reposition is complete, ensure patient is ventilating, and ETT lip level is the same

**Trachy Tube**

- Check Trachy is secure
- If necessary, have a staff member holding trachy*  
- Alert staff to any difficult airway issues
- Explain plan for reposition, and proceed
- Once reposition is complete, ensure patient is ventilating, and trachy remains correctly positioned

---

* Depending on the procedure.
Staff members may need to hold ETT’s or trachy’s if the airway is known to be unstable, or more at risk of becoming dislodged.

**Difficult Airways**

Patients with known difficult airways will have a ‘Difficult Airway Alert’ poster above their bed, detailing the plan in case of unplanned loss of airway.

In the event of an unplanned loss or airway, shout for help immediately, and apply oxygen.

**Patients with a Tracheostomy**

- All patients with a tracheostomy have a blue box within their bedspace, which contains two tracheostomy tubes, one the same size as the patient’s, and one a size smaller, a spare tracheostomy collar and dressing, a spare inner tube of the same size as the patient’s trachy, and a bag of swabs for cleaning the inner tube.
- It is part of your safety checks to ensure this box is present and contains the correct items.