The TRACHES Checklist

Adults

The simple things needed when looking after an adult living with a tracheostomy in the community

In the community



TRACHEOSTOMY PASSPORT

Every patient with a tracheostomy should have a personalised Tracheostomy Passport, to include details about their tube, care needs and any red flags.

This should be kept **up-to-date**.



Scan the QR code to find out more about the TRACHES checklist

REGULAR STOMA CARE

Appropriate **daily stoma cleaning** and application of barrier cream.

Dressing is checked and changed to **protect the stoma**.

Any changes in stoma site appearance or smell, seek GP, outreach or local ENT team review.

ASSESSMENT OF THE TRACHE TUBE

Check tube position is **central** and ensure **tapes are secured** - should be able to pass two fingers beneath the tape.

Ensure inner tube is **in place at all times**; this should be checked and cleaned regularly.

If using a cuffed tube, ensure the **cuff is inflated** according to their care plan.

COMMUNICATION HUMIDIFICATION

Know how to communicate with your patient. Ensure patient can access all required communication aids.

If anything changes, seek input from local Speech and Language teams, to ensure the patient's wishes are always met. Every patient should use humidification at all times.

Without humidification, the patient is at **increased risk** of tube blockages, sputum plugs, and chest infections.

EMERGENCY MANAGEMENT

Ensure **emergency box and algorithm** is in place.

Know your patient's individual algorithms and advanced care plan.



Scan the QR code to view the emergency algorithm

SECRETION MANAGEMENT

Know your patient's regular airway clearance and secretion management, including use of nebulisers, suction and adjuncts.

Any **changes in secretion** volume or consistency, seek GP, outreach or local respiratory team review.