Tracheostomy Care
Disposable Inner Cannula

Some tracheostomy tubes have a disposable inner cannula. This means that the inside of the trach tube is regularly replaced. Regular care must be given to the tube and the skin around the tracheostomy stoma to keep it clean and dry. **Do this trach care 2 times each day.**

**Do not** clean and reuse a disposable inner cannula. This is for your health and safety.

**Supplies**
- Sterile disposable inner cannula
- Clean basin or bowl
- Water
- Tweezers
- Cotton swabs
- Tracheostomy dressing
- 4 x 4 gauze sponges

**Note:** Use gauze with no cotton filler and do not cut gauze with scissors. This can cause fraying or threads to get into the trach tube.

**Steps in Procedure**
1. Gather the supplies.
2. Wash your hands.
3. Pour water into the bowl.
4. Remove the old dressing from around the trach and discard.

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Learn more about your health care.
5. Remove the inner cannula using the manufacturer’s instructions.
   - Hold the neck plate securely with one hand.
     Gently remove the inner cannula using a curved downward motion.
   - Discard the used cannula.

6. Suction to remove secretions, if needed. If the patient is able to clear the secretions with coughing, then suctioning may not be needed. For more information on suctioning, see the handout Tracheostomy Suctioning.

7. Insert new inner cannula and lock in place.
   - Hold the neck plate securely with one hand.
   - Gently insert the inner cannula using a curved upward motion.
   - Using the thumb and first finger of your other hand, press the clips on the inner cannula and lock it onto the outer cannula.
   - Be sure the clips on each side of the inner cannula are securely clipped to the outer cannula.

8. Clean the skin around the stoma using a swab moistened with water. Clean from the edge of the stoma outward. Use a new swab for each stroke.
   If crusts develop around the stoma or tube, clean it with water and peroxide mixed together. Then rinse off with water.
9. Clean the neck plate using gauze or swabs moistened with water.

10. Change trach ties or trach holder if soiled.

11. Place a clean pre-cut trach dressing around the trach site.
   - With one hand, hold the trach tube securely.
   - With your other hand, bring the trach dressing around each side of the trach tube and underneath your neck plate. Tweezers may be used to bring the dressing around each side of the trach tube.

12. Clean the area. Put away the supplies.

13. Wash your hands.

**Contact your doctor or health care provider if you notice any of these changes:**

- Fever of 100.5 degrees Fahrenheit or 38 degrees Celsius or more
- An increased amount of mucous (sputum)
- A change in the color of your sputum (yellow, green or brown)
- An increase in the thickness of sputum
- An increase in the difficulty of coughing out sputum
- A change in the drainage from around your tracheostomy tube, especially pus or blood
- Swelling or redness around the stoma

Talk to your doctor or others on your health care team if you have questions. You may request more written information from the Library for Health Information at (614) 293-3707 or email: health-info@osu.edu.