Tracheostomy care is needed to keep the tube and the skin around it clean and dry. This helps to heal the stoma site and decreases the chance of infection.

Do tracheostomy care 2 times each day.

Follow these steps:
1. Gather supplies.
   - sterile disposable inner cannula
   - clean basin
   - water
   - paper bag
   - cotton swabs
   - 4 x 4 gauze sponges
   - tracheostomy dressing
   - peroxide – if needed
   - tweezers – if needed

2. Wash your hands with antibacterial soap. Rinse and dry well.

3. Pour water into the basin.

4. Remove the dressing from around the trach and place it in the paper bag.

5. Remove the inner cannula.
   - Hold the neck plate in place with one hand.
   - Press on the clips with your thumb and first finger of your other hand. This releases the inner cannula from the outer cannula.
   - Using a curved downward motion, gently remove the inner cannula.
   - Place the inner cannula in the paper bag.
6. Insert the new inner cannula and lock in place.
   - Hold the neck plate in place with one hand.
   - Insert the inner cannula with the tube upward and rotate downward.
   - Press on the clips on the inner cannula with your thumb and first finger of your other hand. This locks it into the outer cannula.
   - Make certain that the clips on each side of the inner cannula are securely clipped to the outer cannula.

7. Clean the skin around the stoma with swabs moistened with water.
   - Clean from the edge of the stoma outward.
   - Use a new swab each time you swab.
   - If the area is crusty, mix together 1/2 water and 1/2 peroxide to moisten the swabs. Then use swabs moistened with only water to rinse the area.

8. Use gauze or swabs moistened with water to clean the neck plate.

9. Change the trach holder if needed.

10. Place a clean pre-cut trach dressing around the trach.
    - Hold the trach tube in place with one hand.
    - Bring the trach dressing around each side of the tube and under the neck plate with your other hand. You can use tweezers if needed.

11. Clean up.
    - Discard the paper bag with the soiled supplies.
    - Put away the other supplies.
    - Wipe off the area where you worked.

12. Wash your hands with antibacterial soap. Rinse and dry them well.

Call your doctor with any of these signs of infection:
- Fever of 100°F or above
- Increased amount of mucous or mucous becomes thicker
- Change in the color of mucous to yellow, green or brown
- Mucous is hard to cough out
- Drainage around trach tube becomes bloody or pus-like
- Swelling or redness around the stoma

Talk to your doctor or nurse about any questions or concerns.