



**St. James's Hospital  
Tracheostomy Care Working Group.**

**Tracheostomy/Laryngectomy: Discharging Patients' Standard Operating Procedure  
SJH:N069.16 version 5.**

This Standard Operating Procedure (SOP) is effective from September 2020 onwards and is due for renewal in September 2023. It will be reviewed during this time as necessary to reflect any changes in best practice, law, and substantial organisational, professional or academic change. This SOP is supplementary to the [Tracheostomy Care and Management Guideline \(SJH:N069\)](#) and describes standards for discharging patients with Tracheostomy/Laryngectomy.

**1.0 Discharge of a tracheostomy/laryngectomy patient**

- 1.1** Early discharge planning is essential for all patients going home for the first time with a tracheostomy/laryngectomy. The Tracheostomy CNS should be informed immediately.
- 1.2** Ordering home equipment: The patient will need an urgent medical social worker referral if they do not already have a medical card. Once the medical card number is available, the Tracheostomy CNS will place an order for:
  - Home portable suction machine (battery and mains operated).
  - Nebulizer and tracheostomy mask.
  - Home AIRVO if required.
  - Tracheostomy/laryngectomy accessories.
- 1.3** Teaching: The patient and/or caregiver will require tracheostomy education/training pre discharge. Training will be provided by the Tracheostomy CNS and the ward staff, explaining how to change the inner cannula, and how to use the home suction and nebuliser machine.
- 1.4** Daily activities (swimming forbidden / shower protection).
- 1.5** A Public Health Nurse referral must be sent. The role of a Public Health Nurse is to monitor if the patient is sufficiently managing the care of their tracheostomy at home, to assist with the changing of tracheostomy ties, and to monitor skin integrity around the tracheostomy site.
- 1.6** The Tracheostomy CNS must;
  - 1.6.1** Ensure that a written discharge advice sheet/booklet is given to the patient regarding tracheostomy/laryngectomy management and dealing with emergencies at home.
  - 1.6.2** Provide follow-up appointment for monthly tube changes.
  - 1.6.3** Provide hospital contact numbers.

**Links to related PPPGs:**

- [Tracheostomy Care and Management Guideline \(SJH:N069\)](#)
- [Tracheostomy Care and Management Guideline: Associated Documents](#)