

Tracheostomy patient passport

Important note

Patient: Keep this passport with you at all times, and take it to all appointments and clinics.

Healthcare practitioner: Document and copy, and return the original to the patient.

Patient name

Hospital number

NHS number

Date of birth

Reason for tracheostomy (please tick one of the following)

- Long term – the tube is a permanent airway
- Temporary/short term airway while awaiting further surgery/treatment/radiotherapy, slow wean
- Unknown duration – write reason below

.....

If resuscitation is required (please tick one of the following, as appropriate)

- Resuscitate via the tracheostomy/stoma if possible.
- This patient has an upper airway – resuscitation may be possible via the upper airway.
- This patient is a permanent neck breather – resuscitate only via the stoma.

Signed

Print

Designation Date

Any other information

.....

.....

.....

Patient address

.....
.....
.....

Telephone number

In case of an emergency, please contact

Next of kin

Relationship

Address

.....
.....

Telephone number

Guy's & St Thomas' Hospital consultant

.....

Tracheostomy clinical nurse specialist/keyworker

.....

Telephone number

Tracheostomy details

Reason for insertion	
Date of insertion	
Type of insertion	<input type="checkbox"/> Surgical <input type="checkbox"/> Percutaneous
Upper airway	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any complications with routine tube changing? Additional adjuncts required for tube changing? (for example FNE/bougie/shoulder roll)	
Communication method	<input type="checkbox"/> Speaking valve <input type="checkbox"/> Servox <input type="checkbox"/> Finger occlusion <input type="checkbox"/> Written

Usual humidification method	
Usual dressing	
Usual secretion colour	
Nebulisers used	
Details of usual suction method	<input type="checkbox"/> Yankeur <input type="checkbox"/> Tracheal
Usual stoma condition	
Other information (include sensory loss or home oxygen)	

Relevant medical/surgical history

Management plan (if applicable)

Cuff status

Use of SV

Date

Routine monthly tube change details

Date	
Tracheostomy CNS/Keyworker	Name Signature
Identifying batch label/reference <input type="checkbox"/> Fenestrated <input type="checkbox"/> Non-fenestrated <input type="checkbox"/> Cuffed <input type="checkbox"/> Cuffless <input type="checkbox"/> Subglottic port	
Details of complications or use of bougie or adjuncts	
Condition of stoma	
Dressing used	
Cuff status	<input type="checkbox"/> UpmmHg <input type="checkbox"/> Down <input type="checkbox"/> Cuffless
Other information	

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For further details about this passport please contact the tracheostomy clinical nurse specialist (CNS) team at Guy's Hospital, **e:** tracheostomycns's@gstt.nhs.uk

Useful sources of information

Countrywide Supplies Ltd. For your tracheostomy supplies.
t: 0800 783 1659 **e:** orders@countrywidesupplies.co.uk

Macmillan Cancer Support.

t: 0808 808 0000 **w:** www.macmillan.org.uk

National Tracheostomy Safety Project

w: www.tracheostomy.org.uk

Pharmacy Medicines Helpline

If you have any questions or concerns about your medicines, please speak to the staff caring for you or call our helpline.

t: 020 7188 8748, Monday to Friday, 9am to 5pm

Your comments and concerns

For advice, support or to raise a concern, contact our Patient Advice and Liaison Service (PALS). To make a complaint, contact the complaints department.

t: 020 7188 8801 (PALS) **e:** pals@gstt.nhs.uk

t: 020 7188 3514 (complaints) **e:** complaints2@gstt.nhs.uk

Language and accessible support services

If you need an interpreter or information about your care in a different language or format, please get in touch.

t: 020 7188 8815 **e:** languagesupport@gstt.nhs.uk

NHS 111

Offers medical help and advice from fully trained advisers supported by experienced nurses and paramedics. Available over the phone 24 hours a day. **t:** 111

NHS website

Online information and guidance on all aspects of health and healthcare, to help you take control of your health and wellbeing. **w:** www.nhs.uk

Get involved: become a member of the Trust

Members of Guy's and St Thomas' NHS Foundation Trust contribute to the organisation on a voluntary basis. We count on them for feedback, local knowledge and support.

Membership is free and it is up to you how much you get involved. To find out more, please get in touch.

t: 0800 731 0319 **e:** members@gstt.nhs.uk

w: www.guysandstthomas.nhs.uk/membership

Was this leaflet useful?

We want to make sure the information you receive is helpful to you. If you have any comments about this leaflet, we would be happy to hear from you, fill in our simple online form, **w:** www.guysandstthomas.nhs.uk/leaflets, or

e: patientinformationteam@gstt.nhs.uk

Contact us

Guy's & St Thomas' Hospital, **t:** 020 7188 7188
Blundell Ward, Guy's Hospital, **t:** 020 7188 8862

Tracheostomy CNS, **t:** 020 7188 0799 or call the hospital switchboard as above, and ask for the bleep desk. Ask for bleep 2474 and wait for a response.

Community Head and Neck Team (CHANT),
t: 020 3049 2350, **e:** lh.chant@nhs.net

For more information leaflets on conditions, procedures, treatments and services offered at our hospitals, please visit **w:** www.guysandstthomas.nhs.uk/leaflets

Emergency SMS Service – contact 999 by SMS text

This service is for people who cannot speak or who have hearing loss, and is part of the standard **999** service. **You must register with Emergency SMS before you can use emergency SMS.** Text 'register' to **999**. You will get a reply. Follow the instructions. This takes two to three minutes. If you do not get a reply, try again or ask a member of staff to help you.

In an emergency text **999**. They need to know:

Who? Police, ambulance, fire and rescue, or coastguard

What? What is the problem briefly (for example, can't breathe)

Where? Address, postcode or nearby landmark if possible.

Emergency information

In the event of tube blockage or tube displacement, dial or text **999**. If you have a pendant alarm, activate it.

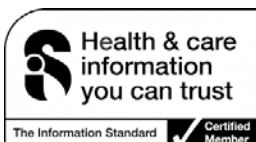
If you are having **difficulty breathing**

- Remove the bib, speaking valve or HME.
- Replace the inner tube with a clean, non-fenestrated inner tube.
- If this does not immediately resolve your breathing difficulty, dial or text emergency to **999**.
- Try and pass a suction catheter – if this is not possible and you still cannot breathe, deflate the cuff (if you have a cuffed tube).
- If it is still difficult to breathe, remove the tracheostomy tube, dilate the stoma and breathe through the stoma while you wait for the ambulance.
- Put a nebuliser mask over the stoma while you wait for help.

If the **tube is displaced** or has come out dial or text **999** for emergency help.

- If the tube has completely come out, use the tracheal dilators to dilate the stoma.
- Breathe normally through the stoma.
- Put a nebuliser mask over the stoma while you wait for the ambulance.
- If the tube is partially displaced and it is put back in place, you should still call for an ambulance and be seen at your local Emergency Department (A&E).

If there are no signs of life, dial **999** and commence basic life support/CPR.



Leaflet number: 4127/VER3

Date published: January 2019

Review date: October 2021

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A list of sources is available on request