CARE CHECKLIST · PEDIATRIC COMPLEX CARE PLATFORM

Tracheostomy Care Checklist

Daily, weekly and monthly care tasks for children with a tracheostomy

Daily | Weekly | Monthly

DOCUMENT TYPE	PUBLISHED	NEXT REVIEW DUE
Care Checklist	October 2026	October 2028
OWNER	**VERSION**	**APPLIES TO**
Pediatric Complex Care Platform	1	Pediatric patients

AUTHORS
Dr. Ahmad Jaafar | Senior Specialist in Pediatrics, Pediatric Complex Care and Pediatric Palliative Care

For healthcare professionals and trained caregivers. Follow the child's care plan, manufacturer instructions and local protocols.

Daily care

- [ ] Check / restock Go-Bag
- [ ] Check trach ties: fit (one finger under ties) and skin under ties; change when wet or soiled *(two-person technique)*
- [ ] Stoma care and change dressing *(at least once daily and as needed)*
- [ ] Suction as needed based on assessment; check tube patency regularly *(e.g., on waking and before sleep)*
- [ ] Check suction machine and ensure it is charged
- [ ] Empty suction canister as needed and wash daily
- [ ] Change HME daily and sooner if wet, soiled or blocked with secretions
- [ ] Humidifier care: use sterile or distilled water; empty and refill the chamber rather than topping up; drain tubing condensation away from the child *(follow manufacturer instructions for the type of humidifier)*
- [ ] Check oximeter alarm settings and ensure it is charged
- [ ] Clean reusable inner cannula or replace disposable inner cannula *(if applicable)*

Safety: never use an HME at the same time as heated humidification or a trach mist collar — the HME can become saturated and block the airway.

Weekly care

- [ ] Clean and disinfect, or replace, humidifier water chamber and tubing *(per manufacturer instructions)*
- [ ] Deep-clean suction canister and change patient-side suction tubing

Monthly care

- [ ] Change trach tube at least monthly, or more often per ENT / local protocol *(do not exceed the manufacturer's recommended duration of use; change sooner if blocked, damaged or during infection)*
- [ ] Check compressor air filter and replace per manufacturer instructions or if discolored