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| **Author:** | NWNODN Surgical SIG |
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## Contents



# NWNODN Neonatal Tracheostomy Guideline

## Introduction

The NWNODN supports a standardised approach to Tracheostomy management across the North West and has produced a North West guideline with contribution from clinical experts in the region. This guideline provides support to all the providers in the North West in their approach to Tracheostomy management.

## Purpose

The purpose of the guideline is to outline the management of an infant with a Tracheostomy and the pathway requirements.

- To describe pathways for infants with Tracheostomy in the North West
- To facilitate parental/career involvement and discharge planning requirements

## Tracheostomy Management

All infants in North West who require Tracheostomy will be cared for in one of the two North West surgical centres: Manchester Surgical Centre (Royal Manchester Childrens Hospital, Saint Mary's Hospital) and Liverpool Neonatal Partnership (LWH and Alder Hey).

### Principles of Care

- All infants will remain within a tertiary centre, unless an MDT decision has been made with both tertiary and non-tertiary team's agreement that it is in the best interests of the infant and family to be repatriated nearer to home.

- In order to make an MDT decision to repatriate, the neonatal or paediatric service to which the baby is to be transferred must be experienced in the care of infants with a tracheostomy.

- All units undertaking care of an infant with a tracheostomy should follow national guidance as per NTSP (National Tracheostomy Safety Project) for all aspects of tracheostomy care. This may be adapted for local use but should follow the principles of the national guidance: Tracheostomy

- Where local guidelines differ from National guidelines an exceptional circumstances form (see Appendix 1) should be completed and discussed at the North West Neonatal Operational Delivery Network Surgical Special Interest Group.

### Principles for Discharge

- All units looking after infants with a tracheostomy should have a parents /carer and competency pack signed off before discharge home or discharge to a paediatric unit

- All information or training for parents/carer should be co-produced with families

## Staff Training

All staff looking after tracheostomy babies should have emergency algorithm refresher as part of their annual training.

Training videos
These are available for all staff, carers, students and parents around tracheostomy care via the National Tracheostomy Safety Project (NTSP)

https://tracheostomy.org.uk/healthcare-staff/paediatric

## Appendix 1

### Exception Circumstances form for Non-Compliance with NWNODN Guidelines or Pathways

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|---|---|---|---|
| **Name of Neonatal Unit:** | | **Today's date:** | |
| **Name of person completing the form** | | | |
| **Position of person completing the form** | | **E-mail address of person completing the form** | |
| **Reference number and title of document** | | | |
| **Rational why the Unit is unable to adhere to the document** | | | |

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| **Is there a Trust level document in place of the NWNODN guidance?** | Yes / No | **Name of document**<br><br>**Please send a copy of document with this form.** | |
| **Signature of Unit Clinical Lead** | | **Signature of Trust Nursing or Medical Director** | |
| **For NWNODN to complete** | | | |
| **Date form received** | | **Date form sent to ODN Director & Locality CL** | |
| **Date form taken to SMT** | | **Date acknowledgement sent from ODN** | |
| **Additional comments** | | | |