

Policy & Procedure Manual

SUCTIONING – ORAL – R-VI-9

POLICY:

Suctioning shall be carried out by a trained residential staff member when deemed necessary.

PURPOSE:

To provide a safe means of removing secretions to maintain an open airway.

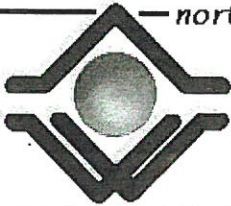
EQUIPMENT:

- Suction Machine
- large cup filled with tap water
- disposable gloves
- disposable suction tubes – 10 and 14 Fr. x 22"
- towel
- gauze square and elastic band

Note: Since suctioning is often an emergency, equipment should be kept readily accessible.

PROCEDURE:

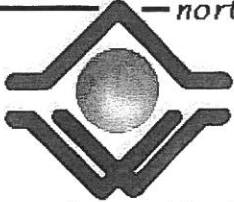
1. Assess the need for suctioning by observing the client's respirations, ability to cough and swallow, colour and amount of secretions.
2. Explain the procedure to the client in a reassuring manner.
3. Position the client either on their side or back with head slightly elevated and turned to one side. Place towel across the chest.
4. Obtain assistance if necessary. Put on your gloves.
5. Using clean technique, remove the catheter from the wrapper and connect it to the tubing on the suction machine.



6. Turn on the machine and suction $\frac{1}{2}$ glass of water through the tube into the bottle.
(This checks the patency of the system, lubricates the catheter and prevents secretions adhering to the bottle.)

If the suction machine is not working, check all connections starting from the machine and working down.

7. With the vent open, gently insert the catheter into the mouth to the area requiring suctioning – no farther than the back of the throat to avoid stimulating the gag reflex.
8. Gently remove secretions from above and around the tongue, cheeks and back of the mouth with intermittent suction by closing and opening the vent with the thumb of one hand and rotating the catheter with the other hand.
9. Prolonged suctioning can tire the client and increase the production of secretions.
10. Do not use a jabbing or poking motion with the catheter. This could damage the mucous membrane. Do not allow the catheter to remain in one place or touch the skin.
11. Periodically suction more water through the tube to prevent the tube becoming clogged with thick secretions, then resume steps 2 – 5.
12. Should the client bite down on the tube, release the vent to stop suctioning and wait until the tube is released. Never pull on the tube.
13. Repeat steps 3 through 6 as necessary.
14. To complete the suctioning, release the vent and slowly remove the catheter in a rotating motion.
15. Rinse the catheter and tubing by suctioning water through the tubing until the tubing is clear of secretions. Ensure that the contents in the suction bottle do not go above the water level mark to avoid saturating the filter.
16. Detach the disposable catheter from the tubing, roll the catheter around your gloved hand, pull the glove inside out so that the catheter remains coiled in the glove. Pull off the glove from the other hand over the glove containing the suction tube and discard in an appropriate receptacle.
17. Fold a gauze square or clean disposable glove over the open end of the tubing and fasten with an elastic band.



Personal Support Services

POLICY: R-VI-9

DEPARTMENT: Personal Support Services

CATEGORY: Health and Well-being Specialized Procedures

EFFECTIVE DATE: August 2013

SUPERSEDES VERSION DATED: April 2008

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18. Empty and rinse the bottle of the suction machine with water following every use, dry and replace the bottle. For cleaning, see Appendix A.

19. Ensure the client is comfortable and administer appropriate mouth care.

20. Document in the Client's Progress Notes and log book the colour, type, amount of secretions, number of times and condition of the client.

RECOMMENDED BY: Director, Personal Support Services

APPENDICES: 1

OPERATIONAL ACCOUNTABILITY: Administration, Personal Support Services
Administration, Personal Support Services

ORIGINAL POLICY DATE: April 1987

AUTHORIZED BY: Executive Director

SIGNATURE: _____

GUIDELINES FOR SUCTION MACHINE CLEANING

1. **After Each Use:**

Empty and rinse the bottle. Discard the suction catheter after each use. If using yonker catheter, follow cleaning directions below.

2. **After the end of each shift if used:**

- a) Clean the tubing, yonker catheter and suction bottle with approved solution (see below) by suctioning solution through the tubing. Discard used solution. (Approved solution – 1 part vinegar, 3 parts water)
- b) Rinse tubing, yonker catheter and bottle thoroughly with clean water and dry. Reassemble.

3. **Once Monthly on Night Shift:**

- a) Disconnect tubing and soak in approved solution for 3 minutes. Rinse tubing thoroughly with water and hang to dry.
Do not soak tubing which has filter attached to it as it cannot get wet.
Report any problems to the Supervisor.
- b) Soak bottle in approved solution for 3 minutes. Rinse with water and dry.

4. Assess tubing and yonker catheter for cracks, holes or build up or build up of foreign material. Change tubing when necessary and sign with the date when last changed. Reassemble equipment.

5. Always make sure outside and top of machine are clean and dry. If filter becomes discoloured notify Shoppers for a replacement.

6. After cleaned, date and initial checklist as required.

