

Emergency Trach Kit & Suction Go-Bag Checklist

Use this checklist to help organize supplies that may need to stay with the person at home, school, appointments, travel, or anywhere care is handed off to someone else. Always review this list with the person's ENT, pulmonology team, respiratory therapy team, home nursing team, or DME provider. This checklist is for organization only and is not medical advice.

Person / Patient

Name	Date updated	Reviewed with
DME company	DME phone	

Replacement Airway Supplies

☐	Same-size trach tube with obturator
☐	One-size-smaller trach tube with obturator
☐	Trach ties / Velcro holder / collar
☐	Spare inner cannula, if used
☐	Water-soluble lubricant
☐	10 mL/Luer-lock syringe, if cuffed
☐	Scissors, if part of the care plan
☐	Written emergency instructions
Notes:	

Suction Supplies

☐	Portable suction machine
☐	Correct-size suction catheters
☐	Suction tubing
☐	Suction canister
☐	Sterile or distilled water, if used
☐	Saline bullets only if ordered or included in the care plan
☐	Gloves
☐	Hand sanitizer
☐	Backup battery, charger, or power cord
Notes:	

Stoma and Trach-Care Supplies

☐	4x4 gauze or pre-cut trach dressings
☐	Trach care kit, if supplied
☐	Cotton-tip applicators, if used
☐	Tape or skin-barrier supplies, if ordered
☐	Extra ties or holders
☐	Small trash bag or disposal bag for used supplies
Notes:	

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Equipment Details to Keep With the Kit

Trach brand/type	Trach size	Backup trach size
Cuffed or uncuffed	Inner cannula type	Suction catheter size
Baseline oxygen needs	Ventilator settings, if used	Special instructions

Emergency Contacts

ENT / airway doctor	Pulmonology / respiratory team	Home nursing agency
DME company	Emergency contact #1	Emergency contact #2

Monthly Kit Check

☐	Same-size trach tube present
☐	One-size-smaller trach tube present
☐	Suction catheters stocked
☐	Suction tubing present
☐	Suction canister present
☐	Portable suction charged / working
☐	Gauze or dressings stocked
☐	DME refill request placed if supplies are low
☐	Expired or damaged supplies replaced
☐	Checked by
☐	Date

Checked by	Date
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