## PROCEDURE FOR ORAL AND NASAL SUCTIONING USING SUCTION MACHINE

### PROCEDURE

1. Wash hands.

2. Assemble the equipment:
   - Suction machine (battery operated) and tubing
   - Bulb syringe/portable suction device
   - Suction device of the appropriate size
   - Disposable gloves
   - Plastic bag for disposal of materials
   - Availability of water source to clean suction machine canister and suction device

3. Position student; explain the procedure to the student, according to his or her level of understanding. If able, the student should assist.

4. Turn on suction machine to check function.

5. Encourage the student to cough to expel secretions.

6. Identify suction device to be used.

7. Put on gloves.

8. Hold the suction device in dominant hand.

9. Turn on machine with other hand.

10. Check for suction by holding gloved finger over suction device.

### POINTS TO REMEMBER

- Follow Universal Precautions.

- All equipment for suctioning must be assembled and ready for immediate use at all times. It must be checked daily by designated personnel, and the check must be documented on the Oral/Nasal Suction Equipment Checklist.

- Water cleans and lubricates the catheter.

- Position may vary and should be recommended in student-specific guidelines. By encouraging the student to assist in the procedure, the caregiver is helping the student achieve maximum self-care skills.

- Coughing may eliminate the need for suctioning or may bring secretions up for easier suctioning.

- Dominant hand which is used to manipulate suction device should be gloved.

- Tests that suction machine is working.
**PROCEDURE**

11. Place suction device between student’s lips and cheeks. Never insert suction device between student’s teeth.

12. Rinse secretions from suction device by placing device in water and applying suction.

13. If nasal congestion present, perform gentle nasal suctioning. Apply the suction device only into the opening/anterior aspect of the nare.


15. Discard gloves in an appropriate receptacle.

16. Wash hands.

17. Note color, consistency, and amount of secretions and document in Healthmaster and EasyTrac, if applicable.

**POINTS TO REMEMBER**

- This will prevent the student from “biting down” on the suction device.

- **Always suction the nose first.** There are more bacteria in the mouth. If the suction device adheres to side of the nare, discontinue suctioning.

- Parts of the mouth to be suctioned include sides of the mouth, cheeks, and under the tongue. Do not suction the back of the throat as this may cause the student to gag or vomit.

- Report any changes from the student’s usual pattern to the school nurse and parent/guardian.
## ORAL AND NASAL SUCTIONING
### POSSIBLE PROBLEMS THAT REQUIRE IMMEDIATE ATTENTION

<table>
<thead>
<tr>
<th>OBSERVATION</th>
<th>REASON/ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Student develops a nosebleed during suctioning</td>
<td>Stop suctioning. Gently squeeze bridge of nose with your gloved fingers and hold for 5 minutes. Once bleeding has stopped, do not suction that side of nose.</td>
</tr>
<tr>
<td>2. Student gags or vomits during suctioning</td>
<td>Suction device may be have inserted too far back into the mouth. Pull back a short distance and complete suctioning. If vomiting occurs, stop suctioning and remove suction device. Position student to keep airway open. Wait until vomiting stops, and monitor breathing. Contact school nurse for further instructions.</td>
</tr>
</tbody>
</table>
PROCEDURE FOR ORAL AND NASAL SUCTIONING WITH A BULB SYRINGE

PROCEDURE

1. Wash hands.

2. Assemble equipment:
   - Bulb syringe
   - Saline
   - Tissues
   - Gloves

3. Wash hands.

4. Explain the procedure to the student, according to his or her level of understanding.

5. Position student.

6. Put on gloves.

7. Squeeze the bulb prior to inserting the tip of the syringe into the student’s mouth or nose and then gently release the bulb to suction secretions and let the bulb fill up.

8. Remove the bulb syringe from the nose or mouth.

9. Holding the syringe over a tissue or basin, squeeze the bulb to push out the secretions, then let it fill with air.

10. Repeat steps 7-9 as needed until nose and mouth are clear.

11. If the nose secretions are too thick, put a few drops of saline in each nostril, if ordered, before suctioning with bulb syringe.

12. Clean bulb syringe in hot soapy water, rinse with fresh water, let dry and store.

POINTS TO REMEMBER

Follow Universal Precautions.

Position varies. See student-specific guidelines.

Always suction nose first.

Parts of the mouth to be suctioned include sides of the mouth, cheeks, and under the tongue. Do not suction the back of the throat as this may cause the student to gag or vomit.
PROCEDURE

13. Dispose of tissues in appropriate receptacle.

14. Remove gloves.

15. Wash hands.

16. Note color, consistency, and amount of secretions and document in Healthmaster and EasyTrac, if applicable.

POINTS TO REMEMBER

Report any changes from the student’s usual pattern to the school nurse and parent/guardian.