

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
- Yonker
- 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 person's respirations, ability to cough and swallow, colour and amount of secretions.
2. Explain the procedure to the person in a reassuring manner.
3. Position the person either on their side or back with head slightly elevated.
4. Obtain assistance if necessary. Put on your gloves.
5. Using clean technique, remove the Yonker 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 Yonker 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 Yonker 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.
9. Periodically suction more water through the tube to prevent the tube becoming clogged with thick secretions, then resume steps 2 – 5.
10. Should the person bite down on the Yonker, wait for the person to release the Yonker. Never pull on the Yonker.
11. Repeat steps 3 through 6 as necessary.
12. To complete the suctioning, remove the Yonker.
13. Rinse the Yonker 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.
14. Detach the Yonker from the tubing.
15. Fold a gauze square over the open end of the tubing and fasten with an elastic band.

16. Empty and rinse the bottle of the suction machine with water following every use, dry and replace the bottle. For cleaning, see Appendix A.
17. Ensure the client is comfortable and administer appropriate mouth care.
18. Document in AIMS Progress Notes and daily notes the colour, type, amount of secretions, number of times and condition of the person.

SUCTION MACHINE CLEANING:

To prevent cross infection

1. After Each Use:

Empty and rinse the bottle. After using the Yonker, follow cleaning directions below.

2. After the end of each shift if used:

- a) Clean the tubing, Yonker 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 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 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 Wellwise for a replacement.

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

POLICY: R-VI-9

DEPARTMENT: Personal Support Services

CATEGORY: Health and Well-being Specialized Procedures

EFFECTIVE DATE: February 2025

SUPERSEDES VERSION DATED: August 2013

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Note:

Each person will have their own Yonker. After cleaning allow to dry, and place in a Ziploc bag with the person's name, and date used.

APPENDICES: 1

OPERATIONAL ACCOUNTABILITY: Administration, Community Services (all)

ORIGINAL POLICY DATE: April 1987

AUTHORIZED BY: Executive Director

SIGNATURE:

A handwritten signature in black ink, appearing to be 'L. P. L.', is written over a horizontal line.

SUCTION MACHINE CLEANING

POLICY:

Each suction machine shall be cleaned in approved manner

PURPOSE:

To prevent cross infection

1. After Each Use:

Empty and rinse the bottle. After using the yonker, follow cleaning directions below.

2. After the end of each shift if used:

a) Clean the tubing, yonker 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 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 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 Wellwise for a replacement.

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

Note:

Each person will have their own yonker. After cleaning allow to dry, and place in a Ziploc bag with the person's name, and date used. April 2008