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| Title of Document | Oral Suction |
| Name of Department | Clinical Team |

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| What type of document is this? | Work Instruction (WI) | This is a simple guide to follow in order to complete a particular task | |
| Which Helping Hands policy/SOP does this WI relate to? | NA | Index number of policy/SOP | NA |

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| Which Operational Priority/Priorities does this document link to? | Governance Framework | Superior Client Care | People, Performance & Culture | |
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| Custodian of document | Clinical Team | Committee/Group responsible for this document | Quality & Governance Committee | |
| Approval date and committee chairperson signature | 24.10.23 | When is its next scheduled review? | 24.10.26 | |

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|------------------------------|---------------------------------------|-----|---------------------------------------|----|--|
| Who does it apply to? | All staff working with clients | | | | |
| | Does it apply to bank workers? | Yes | Does it apply to agency staff? | No | Does it apply to third party contractors? |

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| Purpose of the Work Instruction | To ensure that all staff who work with customers have competency and knowledge to deal with oral suction. | | | | |
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Oral Suction Work Instruction

1.0 Purpose

1.1 Oral suction is a procedure that is performed to remove oral secretions from the mouth using a Yankauer catheter or a soft catheter attached to a vacuum pump. This work instruction will focus on oral suction using a Yankauer catheter. Customers who may benefit from oral suctioning include those with a poor swallow or those who produce more saliva than usual. Using a safe technique when providing oral suctioning is important to prevent damage to the teeth. Frequency of oral suctioning will vary according to the clinical need of the individual.

2.0 Process

- 2.1 Carer must wash their hands and don the correct personnel protective equipment (PPE) aligned to current infection control guidelines.
- 2.2 Prepare the equipment, ensuring that a new Yankauer catheter and tubing has been attached to the suction machine before use each day and there is cool boiled water available for flushing the Yankauer and tubing after each suction cycle.
- 2.3 Turn on the machine to check and ensure there is suction. The recommended pressure setting for home use is 115mmHG.
- 2.4 Ensure that the customer is sitting upright or the upper body is raised by at least 30 degrees and there is good indication for performing oral suction; visible secretions or debris in the mouth, gurgling sounds on inspiration or expiration or it is part of the mouthcare routine after teeth cleaning.
- 2.5 Hold the suction device in dominant hand (Do not touch the end of the catheter).
- 2.6 Encourage the customer to cough if able to do so.
- 2.7 Place the Yankauer catheter inside the mouth between the teeth and the cheek, with your finger off the hole on the catheter, only going as far as the bend on the Yankauer catheter.
- 2.8 Place your finger over the catheter hole and slowly withdraw the catheter (This means pull it towards you and out of the mouth).
- 2.9 Rinse the Yankauer catheter in the cooled boiled water and repeat the suction on the other side of the mouth.
- 2.10 Once suction is finished, flush the Yankauer catheter and tubing with the cooled boiled water and place the Yankauer catheter back into the packaging as instructed. The Yankauer catheter and tubing should be replaced each day.
- 2.11 Empty the canister into the toilet and wash with hot soapy water and either air dry or dry with paper towel.

3.0 Training

3.1 All carers must complete training and competency sign off before carrying out this procedure.

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| What was the previous version number of this document? | Version 01 | |
| Changes since previous version | Amendment to 2.6 | |
| Author of the document | Clinical Team | |
| Who was involved in developing / reviewing/ amending this work instruction? | Clinical Team | |
| How confidential is this document? | Public | Can be shared freely within and outside of Helping Hands |
| Associated Documents | Training & Competency Form – Academy | |