



Tracheostomy and Home Ventilator Program Caregiver Agreement

Child's Name:

Dear Caregiver:

Now that your child has a tracheostomy, it is important that you are prepared to safely care for them at home. We have a team ready to help you. Your team will have a pulmonary doctor, an otolaryngologist (ENT) doctor, a nurse, a respiratory therapist, a social worker, and a speech therapist. This team will follow your child as long as they have a tracheostomy.

You are a very important part of the team. Please look at the important work you will need to do. Tell us what questions you have. This work will be talked about often. It is just the start to understanding your child's needs.

Getting ready for home

While my child is in the hospital I will:

- Choose a pediatrician that can care for my child.
- Read and understand the information in the *Caring for Kids* binder. I will do this before caring for my child on my own in the hospital.
- Choose at least two (2) people (parents, adult friends or family) who will be trained to care for my child before we go home. Along with you as the primary caregiver, they will be checked off on the training steps in the handout **Stepping Stones to Home after Tracheostomy**.
- Plan when to visit my child at least two (2) times a week so I can learn to do my child's care with the nurse.
- Write down on the calendar in my child's room the dates I and my second caregiver will visit to learn and practice cares. I will tell the nurse, as soon as I know, if I need to make changes to the calendar.
- Attend all scheduled Care Conferences to plan for my child's discharge to go home.
- Work with my Durable Medical Equipment (DME) provider to learn about what my child will use at home.

- As my child nears discharge I will spend full eight (8) hour days caring for my child in the hospital to gain confidence in my child's care routine and schedule.
- I will communicate with my team. I will ask questions and voice feelings and frustrations appropriately when necessary.**

The New Normal – Keeping your child safe and healthy at home

While my child is at home I will:

- Make sure my child is **always** cared for by someone who has been trained and checked off by Children's staff.
- Use a pulse oximeter for my child at home when they are asleep or I cannot see them. This may save my child's life.
- Keep the GO BAG with my child **at all times**.
- Give my child a safe home. This means I will use a crib, stroller and car seat. If I am unable to get these things I will talk to my hospital social worker for help.
- Tell my child's care team (Pulmonary team or Pediatrician) if my child gets sick or if there is any change to my address, insurance or phone number.
- Go to all clinic appointments. Call 414-266-6730 to reschedule any missed Trach Clinic appointment. Call 1-877-607-5280 to reschedule any other missed Children's appointments.
- Have a way to get to all clinic appointments. I will also have a back-up transportation plan. Social work can help if I am worried about getting to appointments.



Our team values open and honest communication. We hope that this agreement is an example of that.

That being said, there are times when caregivers are unable to safely meet their child's needs (ex. lack of a successfully trained second caregiver). If you and/or your team are worried about your child's safety, conversations will need to be had regarding next steps. If the concerns cannot be resolved, outside agencies such as Child Protective Services may be consulted.

Thank you,
Your child's Tracheostomy and Ventilator Team

I acknowledge that I have read and understand this agreement.

Caregiver (Primary) Relationship to patient _____ Date

Caregiver (Secondary) Relationship to patient _____ Date

Trach Vent Team Member _____ Date

Tracheostomy/Home Ventilator Program

9000 W. Wisconsin Ave. PO Box 1997 Milwaukee, WI 53201-1997 • P: (414) 266-6730 • F: (414) 266-6742 • <https://www.chw.org/medical-care/tracheostomy-home-ventilator>

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