**12th September 2018**

Dear All

My thanks to all of you for agreeing to help move forward with standardising emergency tracheostomy management for children in Scotland. I know some of you already have training and protocols in place; my aim is for **all** hospitals in Scotland to use the same protocols and guidelines so there is no variation in care offered to this group.

For care to be standardised for all children, training needs to be delivered to staff most likely to be frontline in such a situation. This means that, as well as anaesthetic staff, training will also need to be delivered to local intensive care and emergency departments. This can be done by liaising with your colleagues locally and agreeing a plan to share workload/delegate to departmental leads.

The main purpose of this e-mail is to provide each centre involved with a resource pack to make it easier to deliver training locally. The training itself should be easily deliverable in a small group format with low fidelity simulation/hands on. In our hospital this is how we have arranged training delivery.

Listed on the second page are the Scottish Hospitals who have agreed to take part in this initiative. If you know of a colleague in another hospital who we have not yet managed to reach please could you contact them with this information and ask if they are willing to take part. They can contact me at nealwillis@nhs.net.

Success of this project will be gauged by a follow-up survey which I will send out next year, most likely in June or July. This gives the initiative a good 6 months to get going and to give everyone involved a chance to arrange local teaching to relevant departments.

I have attached a number of files to this e-mail which comprise:

1. Select relevant chapters from the NAP4 report, with which a lot of us will be very familiar
2. Currently available NTSP paediatric tracheostomy algorithms and bedhead signs, which are also available at the website and are freely available to use
3. A “How to” manual for Trachy Tracey, an initiative set up by Dr Rosie Baruah in Edinburgh. I have her permission to distribute and promote this as a low fidelity teaching tool.
4. A SPAN funding application form (pre-filled out). SPAN will accept funding applications to consider purchasing the “Girls World” doll heads necessary to set up Trachy Tracey.
5. A powerpoint presentation that I created to deliver small group teaching. I am happy for this to be used, edited, distributed, ignored or deleted as necessary.

As well as these attachments there are many useful resources to be found at the NTSP website ([www.tracheostomy.org.uk](http://www.tracheostomy.org.uk)) including educational videos, algorithms and e-Learning packages.

I’d like to thank you again for agreeing to be part of this ambitious project, I really hope in 6 months time we are looking at full geographic coverage in Scotland.

**Neal Willis**

**@LlisNealwi**

**Scottish Hospitals “Signed Up” as of September 2018 *(in no particular order)***

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| Gilbert Bain, Shetland |
| **Balfour Hospital, Orkney** |
| Royal Aberdeen Children’s Hospital |
| **Raigmore Hospital, Inverness** |
| Belford Hospital, Fort William |
| **Dr Gray’s Hospital, Elgin** |
| Western Isles, Stornoway |
| **Wishaw General Hospital** |
| Hairmyres, East Kilbride |
| **Monklands Hospital, Airdrie** |
| Royal Alexandra Hospital, Paisley |
| **St John’s Hospital, Livingston** |
| Ninewells Hospital, Dundee |
| **Perth Royal Infirmary** |
| Victoria Hospital, Kirkcaldy |
| **Forth Valley Royal Hospital** |
| Borders General Hospital |
| **Dumfries and Galloway Royal Infirmary** |
| Inverclyde Royal Hospital |
| **Royal Hospital for Children, Glasgow** |
| Glasgow Royal Infirmary |
| **Lorne and Islands Hospital, Oban** |
| University Hospital, Ayr |