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SUPPLEMENTAL INTERNAL DOCUMENT FOR: “HOME CARE NURSING PROCEDURES MANUAL: 5.2.14 Aspen Collar”

The following are directions on how to remove and apply Aspen Collar specifically relating to the section titled “Steps for Removal, Skin Care and Re-Application”, Steps 8-28 on pages 4-5:

- Client is seated on a sturdy surface (kitchen is an ideal location).
- Second person is behind client, holding client’s head in neutral alignment.
 - o Both hands on back of head with elbows bent and at your side.
 - o Pinky fingers on the posterior aspect of collar and other fingers “cradling” head
 - Just providing contact to reinforce head position and supporting weight of head.
- First person **removes** front collar by releasing Velcro straps
- First person does skin care/check, clean plastic piece and replace pad.
- First person **applies** front collar (client’s chin comes to edge of chin piece)
- Ask client to hold front collar (“universal choking sign”)
 - Second person moves around to the side of the client.
 - o One hand cradling back of head and one hand under client’s chin on front collar.
- First person **removes** back collar (by sliding it out inferiorly)
 - o Second person’s ulnar side of hand slides onto client’s occiput
- First person does skin care/check, clean plastic piece and replace pad.
- First person **applies** back collar ensuring occipital support strap is at the top.
 - First person attaches Velcro straps on both sides of collar
 - o Can use a permanent marker to indicate where straps should end.
 - First person checks comfort:
 - o Can you swallow/breathe/open mouth 2 finger widths?

Last revised: Nov 2021