

病患須知

語言病理學服務



安全吞嚥技巧

如何避免異物吸入和哽噎

此宣傳材料旨在為您提供技巧，以幫助降低異物吸入和哽噎風險。您的語言病理醫師將核選對您幫助最大的技巧。

以下經核選的技巧將幫助您降低異物吸入（食物或液體進入您的肺部）和哽噎風險：

特別吞嚥策略：_____

- 集中注意力。** 緩慢並小心進食。僅專注於進食，不要在吃東西的同時看電視或與他人交談。
- 保持端坐。** 不要向後傾斜或平躺著進食。
- 小口進食，啜飲液體。** 使用茶匙或小塑膠匙來食用固體食物。如果您使用吸管，每次僅吸一口。如果您使用杯子，小口啜飲並在吞嚥前輕微收緊您的下巴。不要向後仰頭。
- 不要使用吸管。**
- 每次僅啜飲一口液體。** 大口進食或飲用飲料以及快速連續吞嚥可增加您發生異物吸入的風險。
- 保持您的下巴向下。** 向下收緊您的下巴，並在吞嚥時使其一直保持這種狀態。這種姿勢可使您更容易地吞嚥，並降低食物或飲料進入氣管的幾率。
- 想一想「吞嚥」。** 將食物或飲料含在口中，思考吞嚥的動作，然後再吞嚥。
- 每次僅食用一口食物。** 在將更多食物放入口中之前，確保您已經嚥下嘴裡的全部食物。口中的食物殘渣可能會聚集在一起，並隨後導致哽噎。

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- **清理您的喉嚨。** 在您吞嚥之後，輕輕乾咳，然後再進行下一次吞嚥。
- **吞嚥兩到三次。** 在您吞嚥每口食物或飲料時，重複吞嚥動作 2 到 3 次，然後再進食下一口食物或飲料。
- **放慢您的速度。** 放慢您進餐的速度。您可以在吃每口食物之間放下您的湯匙或叉子，或在兩次啜飲之間將您的杯子放在桌子上，這將幫助放慢進餐速度。
- **交替食用食物和液體飲品。** 咬下一口食物，充分咀嚼，然後嚥下。隨後啜飲一口飲料，嚥下。重複進行。
- **為食物添加額外的醬汁、肉汁以及調味品，** 尤其是針對乾燥食物。
- **避免將不同質地的食物混合在一起，** 例如雞肉麵條湯配以稀肉湯，或乾麥片配牛奶。或者，您可以將固體和液體食物分開食用 – 例如，每次只食用一整口肉湯或麵條。
- **將食物放在口腔後部。** 如果您無法將食物放在口腔後部，儘量將其移動到舌頭後部。如果您的臉部一側肌肉不夠強健，將食物放置在肌肉較為強健的舌頭一側。如果您的唇部肌肉不夠強健，使食物容易從口中滑出，嘗試用您的手指幫助上下唇收緊。
- **轉頭。** 如果您的臉部一側肌肉不夠強健，將食物放在擁有較強肌肉的口腔一側進行咀嚼，然後將食物後移再吞嚥。在吞嚥時，將頭偏向肌肉較強健的一側。
- **請記住要保持身體端正。** 在您進食後應至少保持端坐姿勢 20 到 30 分鐘。透過這種方式，如果食物遺留在您的口中或喉嚨後部，它們也會自動滑入食道（負責將食物運送到胃部的管狀器官）中，而不是隨後進入氣管。
- **當發生哽噎時，咳嗽。** 如果您因一塊食物而被噎住，**不要**嘗試用液體將其送下或用您的手指將其取出。嘗試將食物殘渣咳出。如果您無法咳嗽，使用**哈姆立克急救法**（一種可在緊急狀況下將食物從氣管中取出的方法）。**只有**當您無法咳嗽時才使用哈姆立克急救法。
- **確保徹底清空您的口腔，** 特別是在每餐過後。您可以用清水或漱口水漱口，或刷牙。如果您吸入了（吞嚥到氣管中）殘留液體或較小食物殘渣，可為您造成麻煩。它們也會促使細菌（病菌）的滋生。

有疑問嗎？

您的問題非常重要。若您有任何疑問，請與您的語言病理醫師聯絡。

調整膳食內容以使吞嚥變得更容易

- 食物材質。**
- 避免食用某些食物。** 避免食用過於堅硬或有堅硬外皮的食物，例如生蘋果。這些種類食物難以咀嚼和吞嚥。同樣，避免食用會在您口中散開的食物，例如植物種子、松餅和堅果。避免使用乾燥或粘性食物，例如未配以肉汁的土豆泥、白麵包或花生醬。
- 黏唾液。** 如果口腔裡有黏唾液，會帶來麻煩，應避免喝牛奶或吃巧克力製品。對某些人而言，這些食物可能使唾液更黏。
- 確保您已經獲取了所需的足夠營養元素。** 諮詢營養專家以瞭解可滿足您的營養需求之膳食內容。如果進食需要花費您大量時間與精力，則您更應該避免食用無營養食品（僅含有少量營養價值或不含營養價值的食品）。
- 頻繁進食。** 每天少量進食六次替代主要三餐，這樣可以避免您在進食時感到疲倦。確保您食用的大部分食物都具有較高營養價值，而不是無營養食品。花費時間與精力飲用一杯奶昔或蛋酒，要好過花費相同數量的時間與精力來飲用咖啡或茶。
- 每天至少飲用 2 誇脫（八杯 8 盎司玻璃杯）液體飲品。** 可以是任何液體飲品，不僅僅是清水。
- 飲用熱水或冷水。** 避免飲用常溫水。
- 避免咖啡因。** 僅飲用不含咖啡因的飲料，例如無咖啡因咖啡、茶或汽水。

吞嚥藥片或膠囊的技巧

- 當您吞嚥藥片或膠囊時，用手指將它們放在您的舌頭後部。** 隨後飲用一些液體，輕微向下傾斜您的頭部，然後吞嚥。
- 如果您難以用水送服藥物，您可嘗試以下技巧：**
 - 詢問您的醫師是否可以將藥片碾碎。如果可以，將藥片碾碎並將其混合在糊狀食物中服用。或者將膠囊中的藥物倒在糊狀食物中，然後充分混合。
 - 將藥片或將囊中的藥物全部倒在盛滿軟食的湯匙中，例如蘋果醬或布丁，然後吞嚥。

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Safe Swallowing Tips

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Safe Swallowing Tips

How to avoid aspiration and choking

This handout gives tips to help lower your risk of aspiration and choking. Your speech pathologist will check the tips that will be most helpful for you.

The tips checked below will lower your risk for *aspiration* (getting food or liquid in your lungs) and choking:

Special swallowing strategies: _____

- Concentrate.** Always eat slowly and carefully. Focus only on eating, and do not watch TV or have a conversation while you are eating.
- Sit upright.** Do not eat while you are leaning back or lying down.
- Take small bites of food and small sips of liquid.** Use a teaspoon or small plastic spoon for solid foods. If you use a straw, take one sip at a time. If you use a cup, take a small sip and tilt your chin slightly down before swallowing. Do **not** tilt your head back.
- Do not use straws.**
- Take one sip of liquid at a time.** Taking in larger amounts, one swallow after another, can increase your risk of aspiration.
- Keep your chin down.** Tilt your chin down and keep it down as you swallow. This posture may make swallowing easier and will lower the chance of food or drink going into your windpipe.
- Think “swallow.”** Hold the food or drink in your mouth and think about swallowing, then swallow.
- Take one bite of food at a time.** Be sure you swallow all the food in your mouth before putting in more. Bits of food can collect in your mouth and cause choking later.

- ❑ **Clear your throat.** After you swallow, gently clear your throat and swallow again.
- ❑ **Double or triple swallow.** With each bite or sip, swallow 2 to 3 times before taking the next bite or sip.
- ❑ **Slow your rate.** Take your time to eat a meal. It may help to put down your spoon or fork between bites, or put down your cup between sips.
- ❑ **Alternate solids and liquids.** Take a bite of food, chew it well, and swallow it. Then take a sip of liquid and swallow. Repeat.
- ❑ **Add extra sauces, gravies, and condiments to foods,** especially foods that are dry.
- ❑ **Avoid mixing food textures,** such as chicken noodle soup with thin broth or dry cereal with milk. Or, separate solids and liquids – for instance, take a spoonful of **only** broth OR noodles.
- ❑ **Place the food in the back of your mouth.** If moving food to the back of your mouth is hard, put the food as far back on your tongue as possible. If the muscles on one side of your face are weak, place the food on the stronger side of your tongue. If your lip muscles are weak and food leaks out of your mouth, try pinching your lips together with your fingers.
- ❑ **Turn your head.** If you have weakness on one side of your face, place the food in your mouth on the stronger side for chewing, and move it back to swallow. Turn your head toward the stronger side when you swallow.
- ❑ **Remain upright.** It is a good idea to sit upright for at least 20 to 30 minutes after eating. That way, if pieces of food stay in your mouth or in the back of your throat, they will slide down your *esophagus* (the tube that carries food to your stomach), rather than falling into your windpipe later.
- ❑ **When choking, cough.** If you start to choke on a piece of food, do **not** try to wash it down with liquid or pick it out with your fingers. Try to cough up the piece of food. If you cannot cough, use the *Heimlich maneuver*, a technique used in emergencies to dislodge food from the windpipe. Use the Heimlich maneuver **only** if you cannot cough.
- ❑ **Be sure to clean your mouth thoroughly,** especially after meals. This may include rinsing with water, gargling with mouthwash, or brushing your teeth. Leftover liquid or tiny pieces of food can cause problems if they are aspirated (swallowed into your airway). They may also allow bacteria (germs) to grow.

Questions?

Your questions are important. If you have questions, please contact your Speech Pathologist:

Diet Changes to Make Swallowing Easier

- Textures.** _____
- Avoid certain foods.** Avoid foods that are hard or have tough skins, such as raw apples. These types of food are hard to chew and swallow. Also, avoid foods that fall apart in your mouth, such as seeds, muffins, and nuts. And, avoid dry, sticky foods such as mashed potatoes without gravy, white bread, and peanut butter.
- Thick saliva.** If thick saliva in your mouth is a problem, avoid milk and chocolate products. These foods cause thicker saliva in some people.
- Make sure you get the right nutrition for your needs.** Talk with a dietitian about a diet that will meet your nutritional needs. If eating takes a lot of your time and energy, avoid empty calories (foods with little or no nutritional value).
- Eat often.** Eating 6 small meals instead of 3 large meals can keep you from getting tired while you eat. Make the most of the time you spend eating by eating nutritious foods, not empty calories. It is better to spend time and energy drinking a milkshake or eggnog rather than spending the same amount of time and energy drinking coffee or tea.
- Drink at least 2 quarts (eight 8-ounce glasses) of liquid every day.** This includes all liquids, not just water.
- Drink liquids that are either hot or cold.** Avoid liquids that are room temperature.
- Avoid caffeine.** Drink only beverages without caffeine, such as decaffeinated coffee, tea, or pop.

Tips for Swallowing Pills and Capsules

- When you swallow pills or capsules, place them at the back of your tongue with your fingers.** Then, drink some liquid, tilt your head down slightly, and swallow.
- If it is hard for you to swallow medicines with water, try one of these tips:**
 - Ask your pharmacist if it is OK to crush the pills you take. If it is, crush them and mix well with pureed food. Or empty capsules into pureed food and mix well.
 - Completely cover the pill or capsule in a spoonful of soft food such as applesauce or pudding, then swallow.

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