



## 安全吞咽的提示

### 如何避免误吸入肺部或哽塞

本手册为患者提供了一些提示；有助于降低误吸和哽塞的风险。言语病理学家将勾选对患者最有帮助的提示。

下列提示可降低患者误吸（食物或液体进入肺部）和哽住的风险。

特殊的吞咽策略： \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

集中注意力。总要慢慢地、小心地进食。只专注于吃饭，不要在吃饭时看电视或谈话。

坐直。不要在靠后或躺着的时候吃东西。

小口吃食物，小口喝液体。用茶匙或小塑料勺子吃固体食物。如使用吸管，一次只吸一口。如使用杯子，就喝一小口，在吞咽前下颚稍微向下倾斜。不要把头向后仰。

不要使用吸管。

每次只喝 1 口液体。如吞入大量的液体，一次又一次地连着吞入，会增加误吸的风险。

保持下颚向下。将下颚下倾、在吞咽时也保持下颚下倾。这种姿势可使吞咽更容易，并可降低食物或饮料进入气管的机会。

想好“吞咽”。把食物或饮料含在嘴里，想好要吞咽，然后才吞咽。



每次只喝 1 口液体。

- ❑ **一次只吃一口食物。**确保吞下嘴里的所有食物后、再吃下一口食物。如有食物的碎块聚集在嘴里，以后会引起哽塞。
- ❑ **清喉咙。**吞咽后，轻轻地清清喉咙，然后再吞咽。
- ❑ **吞咽两次或三次。**每吃一口或喝一口后，吞咽 2 至 3 次，再吃下一口或喝下一口。
- ❑ **放慢速度。**慢慢地吃东西。在两口之间放下筷子或汤匙，或在两口之间放下杯子，可能会有帮助。
- ❑ **固体和液体食物交替食用。**咬一口食物，仔细咀嚼，然后吞下。然后再喝一口液体吞下。重复进行。
- ❑ **在食物中添加额外的酱汁、肉汁和调味品。**尤其是对质地较干燥的食物非常重要。
- ❑ **避免混合不同质地的食物。**如鸡汤面与清汤或干麦片与牛奶。或者，将固体和液体分开吃 - 例如，一次仅喝一汤匙肉汤、或一筷子面条。
- ❑ **将食物放在嘴的后面。**如把食物移到嘴的后面很困难，就把食物尽量放在舌头后面。如脸部一侧的肌肉较弱，就把食物放在舌头较强的一侧。如嘴唇肌肉较弱，而食物会从嘴里漏出来，则可试着用手指捏住嘴唇。
- ❑ **转头。**如脸部一侧比较虚弱，就把食物放在嘴里较强的一侧以便咀嚼，然后把食物移到后面以便吞咽。吞咽时将头转向较强的一侧。
- ❑ **保持直立。**吃完饭后，最好至少坐直 20 至 30 分钟。这样，如有食物碎片留在嘴里或喉咙里，它们会顺着食道（将食物送到胃里的管道）滑落，而不是随后落入气管。
- ❑ **哽塞时，要咳嗽。**如被一块食物噎住了，不要试图用液体将它们冲下去或用手指把它抠出来。试着把这块食物咳出来。如咳不出来，可以使用**海姆利希手法**，这是一种在紧急情况下使用的技术，仅在不能咳出来的情况下才使用海姆利希法。
- ❑ **确保彻底清洁口腔。**特别是在饭后。包括用水漱口，用漱口水漱口，或刷牙。如误吸了（吞入呼吸道）剩余的液体或细小的食物碎片可引起问题。它们还可能使细菌（病菌）生长。

## 改变饮食习惯，使吞咽更容易

- 质地。 \_\_\_\_\_
- 避免某些食物。** 避免吃硬的或有坚硬外皮的食物，如生苹果。这类的食物很难咀嚼和吞咽。此外，避免吃到嘴里就散开食物，如种子、松饼和坚果。而且，避免干燥、粘稠的食物，如未加肉汁的土豆泥、白面包及花生酱。
- 唾液浓稠。** 如有唾液浓稠的问题，请避免牛奶和巧克力制品。这些食物会导致一些人的唾液变稠。
- 确保摄取到适合需要的营养。** 与营养师讨论能够满足营养需求的饮食。如吃东西需要花费大量的时间和精力，那么要避免空热量（几乎没有营养价值的食物）。
- 多餐。** 吃 6 次小餐而不是 3 次大餐这样在吃饭时较不会感到疲倦。充分把握用餐时间，吃有营养的食物而不是空热量。花时间和精力喝奶昔或蛋酒比花同样的时间和精力喝咖啡或茶要好。
- 每天至少喝 2 夸脱（8 个 8 盎司的杯子）的液体。** 这包括所有液体，而不仅仅是水。
- 喝热的或冷的液体。** 避免饮用室温的液体。
- 避免咖啡因。** 只喝不含咖啡因的液体，如无咖啡因的咖啡、清凉茶或汽水等。

## 吞咽药片和胶囊的提示

- 当吞下药片或胶囊时，用手指把它们放在舌头后面。然后，喝一些液体，把头稍微向下倾斜，然后吞下。
- 如很难用水吞咽药物，可以尝试这些提示之一：
  - 向药剂师咨询是否可以将服用的药丸压碎。如可以，就把它压碎并与泥状食物充分混合。或者，将胶囊打开将里面的药物倒入泥状食物中拌匀。
  - 将药片或胶囊完全裹在一汤匙软食中，如苹果酱或布丁，然后吞下。

### 您有疑问吗？

我们很重视您的提问。当您有疑问或顾虑时，请致电您的言语和言语病理学家：

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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 only 1 sip of liquid at a time.** Taking in larger amounts, 1 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.



*Take only 1 sip of liquid at a time.*

- ❑ **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.** This is very important with 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.

## 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 liquids without caffeine, such as decaffeinated coffee, herbal 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.

### Questions?

Your questions are important. If you have questions or concerns, please call your Speech and Language Pathologist:

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