



## 身體日常生活基本照護指導(英文) Basic Body Care Guidance for Daily Life

### 一、目的 Purpose

(一)維持身體清潔舒適，去除身體污垢，減少感染機會。

Keep the body clean and comfortable, removing filth from the body, reducing any potential infection.

(二)適當的排泄護理，增加舒適感受，並可預防皮膚受損。

Proper defecation nursing to increase comfortable feelings, preventing skin damage.

(三)合宜的飲食準備及姿位，以預防吸入性肺炎。

Appropriate food preparation as well as postures and positions to prevent aspiration pneumonia.

(四)促進夜眠以提升睡眠品質。

Facilitate night sleep to enhance sleep quality.

(五)提供家人舒適臥位及維持肢體功能位置，以避免壓傷的產生。

Provide the family member with comfortable lying postures and maintain functional positions of the limbs to prevent any pressure injury.

### 二、常見身體基本照護的內容 Common content for basic body care

(一)身體清潔：包括口腔護理、洗臉、修容、剪指甲及沐浴護理。

Body cleaning: including oral nursing, face washing, shaving, nail cutting and bath nursing.

1. 口腔護理：

Oral nursing:

(1)若家人意識清醒、可自行將口水或唾液吐淨者，照顧者可協助於每日清晨或餐後、使用軟毛牙刷沾牙膏或漱口水進行口腔清潔，並教導家人一次只刷2~3顆牙齒，牙齒的內、外面及咀嚼面至少都刷10次，以減少口內異味產生或細菌滋長。

If the family member is conscious and able to spit thoroughly, the caregiver may assist in oral cleaning every morning or after meals using soft toothbrush with toothpaste or by gargling, teaching the family member to brush only 2 to 3 teeth at one time for at least 10 times on all inner, outer sides and chewing surface of each tooth to prevent peculiar smell or bacterial growth in the mouth.



(2)若家人意識不清，照顧者可協助搖高床頭，將其頭轉向一側，並以毛巾、紙巾、彎盆墊於下巴，以防口水流出而沾濕衣物，並盛接清潔後流出的水分，利用牙刷(需軟硬適中)進行刷洗，再併用抽吸用物或空針筒將口內殘餘水分去除，以避免因嗆咳引發吸入性肺炎。

If the family member is unconscious, the caregiver may assist to lift bedhead higher with the head turning laterally, padding the chin with a towel, paper towel and kidney basin to prevent flowing saliva from dampening the clothes and hold the flowing water after cleaning, using a toothbrush (appropriate hardness) to brush, then removing water residue in the mouth with a suction device or empty syringe to avoid any aspiration pneumonia resulted from choking.

2.洗淨後視需要使用凡士林或護唇膏，以避免雙唇乾裂。

After cleaning, apply Vaseline or lip balm as required to prevent dry and cracked lips.

3.洗臉：每日清晨使用溫毛巾洗臉，擦拭順序由雙眼、額頭、鼻、臉頰、下巴、頸部至雙耳，臉部易出油者視需要增加次數。

Face washing: Wash the face with a warm towel every morning, wiping started from the eyes, forehead, nose, cheek, chin, neck to the ears, increasing frequency for those who with oily face as required.

4.修容：若您的家人為男性，請於每天或必要時使用刮鬍刀刮除鬍鬚，在溫水洗臉後，建議使用刮鬍泡軟化鬍根，以減緩刮除過程的不適，須由上而下順刮，不可逆刮，以免斷裂不均的鬍根刺入皮膚，而引發毛囊炎，刮鬍後以清水清潔臉部，最後擦上保濕乳液以舒緩肌膚。

Shaving: If your family is male, please shave his face using a razor every day or as required. After the face washed with warm water, it is recommended to soften beard roots using shaving cream for reducing the discomfort during shaving. It is required to shave from the top downwards in the direction the hair grows to avoid folliculitis induced by the broken beard roots pricked on the skin. After finishing the shaving, clean the face with clear water before finally applying moisturizing lotion to refresh skin.

5.修剪指甲：當您的家人指甲過長時，須進行指甲修剪，修剪前可先浸泡溫水或以溫毛巾熱敷15~30分鐘後，將手指甲修剪成弧形，腳趾甲應修平，以防兩端長入趾肉內，形成嵌趾甲。

Nail cutting: When your family member's nails grow much longer, it is required to undertake nail cutting. Before cutting, preferably soak the nails using warm water or hot compressing with warm towel for 15 to 30

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minutes. Cut the finger nails into arch-shaped and the toe nails into parallels to prevent two sides of the toenail from growing into the toe tissue resulting in ingrown toenail.

## 6. 床上擦澡：

### Sponge bath in bed:

- (1) 協助您的家人脫除衣褲，若肢體有注射點滴時，該側肢體的衣物最後脫除，藉以減少靜脈點滴管路之牽扯；當衣物完全移除後，使用大毛巾覆蓋於您家人的身上進行保暖。

Assist your family to remove the clothes, finally taking off the clothes of the limb with drip infusion to reduce any dragging from IV infusion tubing; after removal of all clothes, cover your family's body using a big towel to keep warm.

- (2) 使用溫濕毛巾進行身體擦拭，視需要可添加中性身體清潔用品，清潔順序：頸→上肢→胸→腹→下肢→背→會陰、臀部，特別留意腋下、手肘、會陰、鼠蹊部等皮膚皺摺處之清潔，清洗肢體時，須予以適當支托，由肢體的遠心端擦向近心端，以利靜脈回流。

Wipe the body using a warm and wet towel, adding neutral detergent as required in sequence of cleaning: neck → upper arms → chest → abdomen → legs → back → perineum and buttocks, particularly noticing the cleaning for areas where the skin folds including armpits, elbows, perineum, and groin. In cleaning the extremities, it is required to provide appropriate support, wiping the limbs from the distal portion toward the proximal portion to facilitate venous return.

- (3) 擦澡過程中須注意您家人的隱私及保暖，如有不適應立即停止。

Pay attention to your family's privacy and keeping warm during the sponge bath, immediately stopping the bath in case of any discomfort.

- (4) 擦澡後，可視情況使用身體保濕乳液，以避免皮膚乾燥脫屑。

After finishing the sponge bath, apply body moisturizing lotion as appropriate to prevent skin from dryness or desquamation.

- (5) 最後協助您的家人穿上清潔的衣褲，須先穿上有注射點滴的肢體。

Finally, assist your family to wear clean clothes, putting it on first for the limb with drip infusion.

- (6) 您的家人如果可以使用清水淋浴，則遵循上述原則進行身體清潔。

If your family is able to take a shower bath, please perform body cleaning according to the manners mentioned above.



- (二)排泄護理：當您的家人排便後，應使用衛生紙由前（尿道口）往後（肛門）擦拭，不可來回擦拭，必要時可進行會陰沖洗；若您的家人有導尿管留置，當尿道口有沾染排泄物時除了會陰沖洗外，應執行導尿管護理，以預防泌尿道感染（詳見GU-08 留置導尿管之護理指導）。

Defecation nursing: After your family completed defecation, it is required to wipe with toilet paper in the direction from the front (urinary meatus) backwards (the anus), never wiping backward and forward, perineum rinsing may be performed as required; when your family is with indwelling urinary catheter, urinary catheter care should be required in addition to perineum rinsing in case of urinary meatus with any excrement stained to prevent any urinary tract infection (refer to GU-08 Nursing Guidance for Indwelling Urinary Catheter for detailed information).

- (三)進食：

**Diet:**

1. 當您的家人可由口進食時，用餐時協助將床頭搖高成半坐臥或坐於床緣、下床坐椅子，然後固定床上桌並調整至合宜高度以利進食。

If your family is able to have meals by mouth, lift the bedhead higher to take Fowler's position or sit on edge of the bed, or get out of the bed sitting on a chair to have meals, fixing the over-bed table and adjust to appropriate height for having meals.

2. 當您的家人留置鼻胃管時，灌食前先將床頭搖高採半坐臥姿勢（無法採半坐臥姿者，則協助採右側臥），反抽胃液確定鼻胃管位置及消化狀況，當殘餘量超過50~100毫升或大於前次灌食量的一半，表示胃排空延長，必須暫停餵食，食物宜採流質飲食，食物溫度應維持於37~40℃，利用重力原理，並採自然引流方式進行灌食，灌食過程中應避免空氣進入，灌食後使用20~30毫升溫開水沖淨鼻胃管路，並維持半坐臥姿勢（無法採半坐臥姿者，則採右側臥）30~60分鐘，以促進消化吸收及預防吸入性肺炎發生（詳見NSG-22 鼻胃管留置與灌食之照護重點）。

When your family is with an indwelling nasogastric tube, before performing tube feeding, lift first the bedhead higher to take semi-Fowler's position (assist to take lying on the right side for those who are unable to take semi-Fowler's position), drawing back gastric content to confirm location of nasogastric tube and digestive status, residue of more than 50 to 100 ml or more than half of the previous feeding amount may indicate delayed gastric emptying, suspending tube feeding is required. Preferably feed with liquid food, with temperature

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maintained between 37 and 40°C. Take a free drainage approach by utilizing gravitation, preventing air from penetration during the feeding. After feeding, rinse the nasogastric tubing with 20 to 30 ml of warm boiled water, keeping the semi-Fowler's position (or lying on the right-side position for those who are unable to take semi-Fowler's position) for 30 to 60 minutes to enhance digestion and absorption as well as prevent any aspiration pneumonia (refer to NSG-22 Care Guidance for Indwelling NG Tube and Feeding for detailed information).

3. 若家人有使用蒸氣吸入稀釋痰液或需要抽痰時，需與進食或灌食時間相隔至少半小時，以防止因嗆咳引發吸入性肺炎。

For a family member who has used steaming inhalation to dilute sputum or needs sputum suction, there should be an interval of at least 30 minutes with any meal or feeding to prevent any aspiration pneumonia resulted from choking.

#### (四) 充足的睡眠：

##### Sufficient sleep:

1. 白天時，鼓勵您的家人多下床活動及減少臥床時間，以養成固定睡眠與起床習慣。

In the daytime, encourage your family to frequently get off the bed for movement and reduce bedridden time to develop habits of regularly sleeping and getting-up.

2. 應避免接觸咖啡因（如茶、咖啡、可樂）、酒精和菸，可透過按摩和熱水浴紓解壓力。

Avoid caffeine (e.g. tea, coffee, cola), alcohol and cigarette, stress may be relieved by massage or hot bath.

3. 睡前可進行輕度伸展操以促進睡眠，臥床的家人可透過按摩肢體增加血液循環，亦可達相同功效。

Before sleep, preferably do mild stretching to enhance sleep quality, increased blood circulation through limbs massage for bedridden family may reach the same effect.

4. 就寢時間調整床頭燈光亮度，並視需要關閉房門以降低病室外聲響之干擾，提升睡眠品質。

During sleeping hours, adjust the brightness for bedhead light, closing the door to reduce any interfering noise outside to enhance sleep quality.

5. 舒適擺位：長期臥床或軟弱無法自行翻身的家人，需至少每2小時（避免於進食後半小時內）予翻身以避免壓瘡產生，並可利用枕頭墊於背臀部使身體成

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側斜姿勢、雙小腿間夾枕頭並調整肩及頭部，使頭頸部成一直線以維持舒適擺位（詳見NSG-08 翻身注意事項）。

Comfortable positions: For long-term bedridden family member or those who are weak and unable to voluntarily turn over, assist to turn the body over at least every 2 hours (avoid within 30 minutes after meals) to prevent any pressure injury, padding the back and hips with pillows to make the body taking a laterally inclined position, placing a pillow between lower legs and adjusting the shoulders and the head to make the head and neck in line for keeping a comfortable position (refer to NSG-08 Precautions for Turn-over for detailed information).

### 參考資料

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### 護理指導評值 Nursing Guidance Evaluation

#### ◎是非題 True or false

- 維持身體清潔可降低感染的發生率？  
Keeping the body clean may reduce any potential infection?
- 身體的清潔包括口腔護理、洗臉、修容、修剪指甲及床上擦澡？  
Manners of body cleaning include oral nursing, face washing, shaving, nail cutting and sponge bath in bed?
- 長期臥床的病人可在灌食 10 分鐘後翻身？  
Performing turn-over 10 minutes after tubing feeding is acceptable for long-term bedridden patients?

#### ◎選擇題 Multiple-choice question

- 進行鼻胃管灌食時，須採何種姿勢？  
(1)平躺；(2)俯臥；(3)半坐臥。

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Which position should be taken in performing nasogastric tube feeding?

(1) supine position; (2) prone position; (3) semi-Fowler's position.

5. ( ) 下列何者為促進睡眠品質的方式?

(1)睡前飲用熱咖啡；(2)就寢時開燈；(3)輕度的按摩或伸展操。

Which of the follows is a manner for enhancement of sleep quality?

(1) drink hot coffee before sleep; (2) keep the light on during sleep; (3) mild massage or stretching.

6. ( ) 關於床上擦澡的注意事項，下列何者正確?

(1)擦澡過程中須注意隱私及保暖；(2)擦澡後，可視情況使用身體保濕乳液；(3)有注射點滴肢體的衣物應最後脫除；(4)以上皆是。

Which of the follows is correct for precautions in taking a sponge bath in bed?

(1) pay attention to privacy and keeping warm during the sponge bath; (2) after finishing the sponge bath, apply body moisturizing lotion as appropriate; (3) finally taking off the clothes of the limb with drip infusion; (4) all of the above.

(答對 5-6 題⇒完全了解；答對 3-4 題⇒部分了解；答對 1-2 題⇒完全不瞭解)

(Correct in 5 or 6 questions ⇒completely understood; correct in 3 or 4 questions ⇒partially understood; correct in 1 or 2 questions ⇒not understood at all)

1.(O) 2.(O) 3.(X) 4.(3) 5.(3) 6.(4)

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