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| **FACTOR** | **OBSERVATIONS & ACTIONS TAKEN** |
| **ORAL HYGIENE**(This is a priority factor. Poor oral hygiene is a major risk factor for developing chest infection) |  |
| **POSITIONING**(sitting as upright as possible; ideal position is out in a chair at a dining table) |  |
| **ALERTNESS**(alert & responsive; not drowsy or sleepy) |  |
| **COMMUNICATION**(is the person able to express their food & drink preferences |  |
| **ENVIRONMENT**(Aim for a calm, well-lit dining environment without distractions. Eating with others around a table may encourage a reluctant eater) |  |
| **FOOD & FLUID****CONSISTENCY**(Are existing swallowing recommendations being followed?) |  |
| **ASSISTANCE**(Is the person getting the right amount of help? Encourage independence but assist if needed) |  |
| **EQUIPMENT**(Would equipment help the person to eat/drink independently? Consider large-grip cutlery handles; plate guard; scoop bowls; 2-handled cups |  |
| **PACE**(some people may need longer between mouthfuls or an overall longer mealtime) |  |
| **AMOUNT**(try controlling size of mouthful, e.g. by using a smaller spoon; half-loading the fork) |  |

**EATING & DRINKING 10 POINT CHECKLIST**

***Address these factors before referring to SLT and while awaiting swallowing assessment. You may find that this resolves some/all of the issues causing concern***