



Management of Nutrition Policy

KARE POLICY DOCUMENT				
<i>Policy Owner: Chairperson of the Nurses Group</i>				
<i>Rev. No.</i>	<i>Approved by OMT</i>	<i>Approved by KARE Board</i>	<i>Launched Heads of Units</i>	<i>Operational Period</i>
Rev 1	March 2015	March 2015	April 2015	April 2015 – Sept 16
Rev 2	September 2016	Sept 2016	October 2016	Oct 2016 -

Section 1: Policy

1.1 Background to this Policy

KARE recognises that eating and drinking well has an important part to play in the health and wellbeing of people of all ages and that food and drink brings enormous pleasure to our lives.

This policy was developed in line with the following legislation, regulation and guidelines:

- Health Act 2007, Government of Ireland.
- Health Act 2007 (Care And Support Of Residents In Designated Centres For Persons (Children And Adults) With Disabilities) Regulations 2013
- HIQA National Standards for Residential Services for Children and Adults with Disabilities, 2013.
- Health Act 2007 (Care & Welfare of Residents in Designated Centres for Older People) Regulations, 2009.
- The Management of Feeding, Eating, Drinking, Swallowing (FEDS) Difficulties in the Residential Care Setting (IASLT and INDI, 2014)

1.2 Aim of this Policy

The aim of this policy is to ensure that individuals who live in KARE community houses are provided with good nutritional care and support.

1.3 Scope of this Policy

This policy applies to KARE staff including CE and LTI participants, students on placement and volunteers involved in supporting individuals who live in KARE community houses

1.4 Policy Details

1.4.1 Supporting Good Nutrition

- 1.4.1.1 People who live in KARE Community Houses will have their food preferences and mealtime routines discussed at intake and periodically reviewed as part of their individual support plan, Where specific nutritional needs are highlighted the individual may have an assessment of their nutrition and hydration needs. The individual and their family/representative will be involved in the assessment as appropriate.
- 1.4.1.2 Some people supported by KARE in our community house/Short Breaks may be fed via a PEG (Percutaneous endoscopic gastronomy) feeding tube, A PEG feeding tube is used to deliver nutrition, hydration and medicines directly into the persons stomach in cases where the person has been assessed as unable to swallow safely. Each person who has a PEG feeding tube will have the prescribed food and flush written on their Kardex, and an individual care plan will be developed.

- 1.4.1.3 With consent from the individual, as appropriate, KARE staff will report any concerns regarding an individual's nutrition, eating and/or drinking to the Nurse, and they will work together to make an appropriate referral for further assessment.
- 1.4.1.4 KARE will ensure individuals have access to appropriate Nutrition and Dietetic Services when required.
- 1.4.1.5 KARE will follow through on the implementation of any recommendations from a specialist assessment with regard to an individual's nutrition, hydration and eating and drinking, and ensure they are incorporated into the person's Individual Support Plan. KARE will also ensure that records are kept as outlined in the person's individual support plan. The support plan will be monitored and evaluated on a regular basis by the individual and team supporting them. The individual and their family/representative will be consulted on the details of the support plan and any specific protocols as appropriate.
- 1.4.1.6 Staff will ensure advice is sought from the individual's GP and/or a Dietitian before any dietary supplements are taken. Staff will record "see Dietitian's recommendations" where any specific supplements are required and accurate records will be kept regarding the amount of supplements taken when these are given by staff.
- 1.4.1.7 In all situations, an individual's rights for choice and control should be considered. Staff will continue to support good nutrition and provide good nutritional choices, but where an individual chooses differently, this can be documented.

1.4.2 Meal and Mealtimes

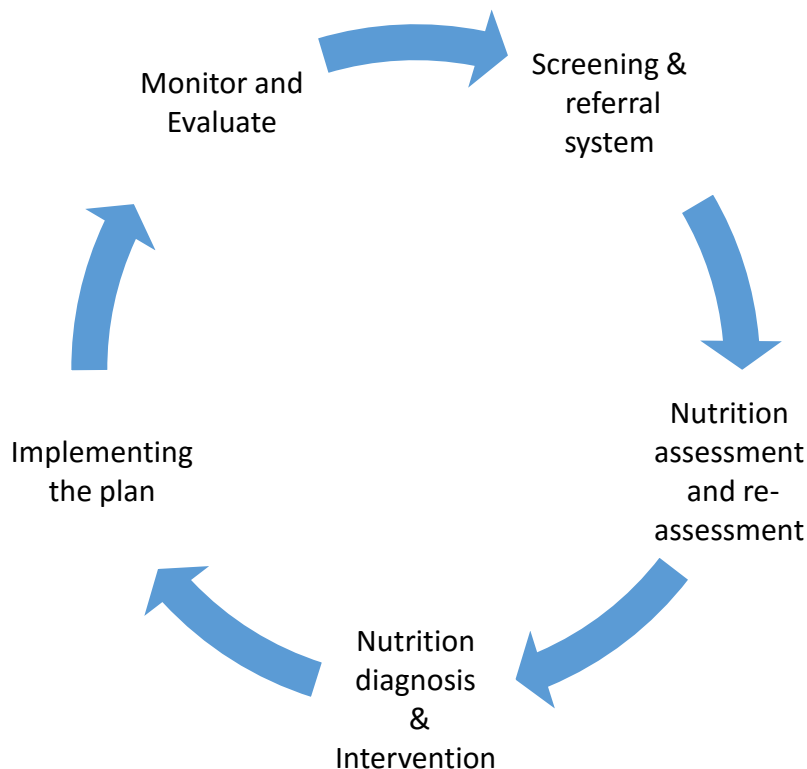
- 1.4.2.1 Staff will support individuals to be as independent as possible in planning, shopping, and preparing meals.
- 1.4.2.2 Staff will support individuals to gain as much insight as possible to good nutrition and healthy eating.
- 1.4.2.3 Staff will support individuals living in Community Houses/Short Breaks to agree a Menu which takes into account the preferences and needs of individuals while at the same time being as nutritious as possible.
- 1.4.2.4 Staff will keep a record of the menus provided in KARE Community/ Short Break houses
- 1.4.2.5 Staff will support individuals, who require assistance to eat and drink, in a sensitive and appropriate way.
- 1.4.2.6 Staff will ensure that meals are
- respectful of individual's food preferences, religious and cultural requirements.
 - wholesome and nutritious
 - appetizing and attractively served
 - provided at times suited to the individual's needs where possible

- 1.4.2.7 Staff will ensure individuals have access to adequate amounts of food and drink, including snacks.
- 1.4.2.8 Where staff provide meals, the meals will be consistent with each individual's dietary needs (eg gluten free, lactose intolerant) and/or diet modifications (e.g., puree, soft). Where an individual might refuse a dietary restriction and/or diet modifications, this should be documented.
- 1.4.2.9 Staff will ensure enough time is given to eat and drink and that, where necessary, food is kept warm safely during the meal for those who eat and drink slowly.
- 1.4.2.10 Staff will sit with the people they support during meals and snacks and where appropriate share the same foods and drinks to make mealtimes a time of pleasant social sharing.
- 1.4.2.11 Mealtimes should be a protected time, where there are little or no interruptions and appointments are not scheduled during mealtimes (exceptions may include Eating, Drinking, Swallowing assessment)
- 1.4.2.12 KARE will ensure that staff recruited to work in its Community and Short Break Houses have basic cooking ability and an understanding of cooking healthy, nutritious meals.

1.4.3 Training, Education and Continuous Improvement

- 1.4.3.1 Individuals who use the service will be supported to:
 - have information on healthy eating and a healthy lifestyle
 - understand the potential implications of poor diet
 - gain skills in meal preparation and cooking.
- 1.4.3.2 Staff supporting individuals in their living arrangements should have training about:
 - the importance of good nutrition to the health of people.
 - factors contributing to poor nutrition and hydration and problematic eating and drinking
 - supporting individuals to make good food choices and maintain a healthy lifestyle
 - preparation of wholesome and nutritious meals
 - Food Safety
- 1.4.4.4 Line Managers will ensure that staff supporting individuals with specific nutrition, eating and drinking needs will be given training so that they can provide the appropriate support, eg PEG Feeding
- 1.4.4.5 Non Nursing staff will not administer a PEG Feed unless they have completed approved training
- 1.4.4.6 Nurses administering PEG Feeds should ensure that their knowledge and skills are up to-date and have a responsibility to seek additional training if required.
- 1.4.4.7 KARE will carry out periodic checks on the meals provided and audit compliance with individuals' nutrition, eating and drinking support plans/guidelines.

Section 2 Process for Managing Nutrition



2.1 SCREENING

- 2.1.1 The Nurse in the area will ensure individuals living in KARE Community Houses will be screened using a validated screening tool (e.g. MUST , Appendix 1)
- On intake, as part of an annual review, or as often as required per the care plan

2.2 REFERRAL

- 2.2.1 The Nurse will ensure that any individual who presents with a nutrition and/or hydration concern, is referred to the appropriate specialists, with consent from the individual as appropriate.
- 2.2.2 KARE staff will collaborate with Nutrition and Dietetic services to ensure the best Care for people they support.

2.3 NUTRITION ASSESSMENT, INTERVENTION, AND PLAN

- 2.3.1 Following an assessment and recommendations by a Dietician/Specialist, the Nurse in the area will ensure recommendations are incorporated into the person's Individual's Support Plan.
- 2.3.2 KARE staff will implement the recommendations that are in the Individuals Support Plan with consent from the individual.
- 2.3.3 KARE staff will support individuals living in Community Houses to keep their appointments with the dietician/specialist.

2.4 NUTRITION MONITORING AND EVALUATION

- 2.4.1 KARE staff will keep records as outlined in the person's Individual's Support Plan (e.g., fluid intake, food diary, dietary supplements) and as required to support the referral process.
- 2.4.2 Weight monitoring only needs to be carried out if a specific need has been highlighted in the persons support plan, This should be done with the consent of the individual. Decisions regarding the frequency of weight monitoring should be made based upon various factors, such as:
- Outcome of an assessment by a health professional
 - History of a health condition affecting nutrition and weight
 - Medication with possible side effects of loss/gain of appetite, gastrointestinal problems etc.
 - Apparent, rapid weight loss/gain
 - Food refusal, decreased or increased appetite
 - A degenerative condition

2.5 Management of PEG Feed

- 2.5.1 The Individuals PEG feeding guidelines will be developed with the person, the nurse, the family and the team supporting the person.
- 2.5.2 The individuals PEG feeding guidelines will contain the following details
- Persons name
 - Persons PIN
 - Location of care plan
 - Date plan developed
 - Date of review
 - Name of people involved in developing the care plan
 - Individuals preferred method of communication
- 2.5.3 The Individuals PEG feed and flush will be prescribed and signed by the GP on the persons Kardex
- 2.5.4 The Individuals PEG feeding guidelines will detail the
- Procedure for preparation of equipment
 - Procedure for administration of PEG Feed
 - Procedure for administration of medication via PEG Tube
 - Procedure for disposal of equipment to prevent cross contamination
 - Management and care of the PEG site
 - Record of monitoring checks during administration of Feed
 - Completion of relevant documentation
 - Procedure for staff in managing complications
 - Procedure for storage, cleaning and maintenance of equipment

2.5.5 Staff will use the “Management of PEG Feeding” document as a resource when completing the Individual PEG feeding guidelines. (This document can be found on KARE connect).

Appendix 1

Using the MUST to monitor an individual's Nutritional Status

This tool will highlight whether an individual is at a low, medium or high risk of being compromised in this area. The nature of response will differ depending on level of risk identified.

Following the completion of the screening tool, there are **three** possible outcomes:

- i. If someone is identified as being LOW risk then it is sufficient for those supporting that person to support them by using *guidance in relation to menu planning to plan weekly menus with them (Appendix 1)*.
 1. Or
- ii. If someone is identified as being MEDIUM risk then staff supporting the person should *record on a daily basis what that person is eating and drinking (e.g. Food Diary) in addition to weekly menu planning*. It may also be necessary to support the person to monitor their weight at this point.
 1. A tool to help with this is included in (Appendix 4).
 1. Or
- iii. If someone is identified as being HIGH risk then staff supporting the person should *complete an internal referral form and forward it to appropriate professional for onward referral to relevant clinical supports in addition to daily recording of food and fluids and*

Risk	Response
LOW	Menu Planning
MEDIUM	Menu Planning Daily Recording
HIGH	Menu Planning Daily Recording Onward referral to Clinical Supports

Name: _____ PIN: _____ Location: _____

Date of Assessment: _____

Step 1	BMI Score	Total	
Calculate BMI		OR Subjective measurements of BMI	
Weight (kg)	_____	If height and weight can not be measured, BMI can be estimated using the mid upper arm circumference (MUAC)	
Height (m)	_____		
BMI (kg/m ²)	_____		
BMI Score	>20kg/m ² = Score 0 18.5 - 20kg/m ² = Score 1 <18.5kg/m ² = Score 2	MUAC >24 cm = Score 0 MUAC >22 and <23.5 = Score 1 MUAC <21.5 cm = Score 2	

Step 2	Weight Loss Score	Total	
Unplanned weight loss in the past 3 – 6 months		OR If you are unable to weigh the person, use the following subjective criteria:	
	<5% = Score 0 5-10% = Score 1 >10% = Score 2	If you answer "Yes" to any of these questions, Score 1. Is the person's clothes loose fitting? Yes No Is the person's jewellery loose fitting? Yes No Is there evidence of muscle wasting? Yes No History of decreased food intake or reduced appetite? Yes No	

Step 3	Acute Disease Effect Score	Total	
If the person is acutely ill and there has been or is likely to be no nutritional intake for > 5 days		Score = 2	

Step 4	Total MUST Score	Total	
BMI Score	_____		
Weight Loss Score	_____		
Acute Disease Effect Score	_____		

0
LOW RISK
 Weekly Menu Planning

1
MEDIUM RISK
 Daily Recording and Weekly Menu Planning

2 or more
HIGH RISK
 Onward Referral

Step 5	Categorise the Person
	<ul style="list-style-type: none"> • 0 – Low Risk <input type="checkbox"/> • 1 – Medium Risk <input type="checkbox"/> • 2 – High Risk <input type="checkbox"/>

BMI: Body Mass Index: A standard calculation to estimate an individual weight for height. Calculated as weight (in kgs) ÷ height (in m²) (NICE, 2006).

BMI values (NICE,2006b): Classification BMI (kg/m²)

Malnourished	< 18.5
Underweight	18.5-19.9
Healthy weight	20–24.9
Overweight	25–29.9
Obese	> 30

BMI Chart

		height (m)																	
		1.38	1.42	1.46	1.50	1.54	1.58	1.62	1.66	1.70	1.74	1.78	1.82	1.86	1.90	1.94	1.98		
150	79	74	70	67	63	60	57	54	52	50	47	45	43	42	40	38	23s 8		
148	78	73	69	66	62	59	56	54	51	49	47	45	43	41	39	38	23s 3		
146	77	72	68	65	62	58	56	53	51	48	46	44	42	40	39	37	22s 13		
144	76	71	68	64	61	58	55	52	50	48	45	43	42	40	38	37	22s 9		
142	75	70	67	63	60	57	54	52	49	47	45	43	41	39	38	36	22s 4		
140	74	69	66	62	59	56	53	51	48	46	44	42	40	39	37	36	22s		
138	72	68	65	61	58	55	53	50	48	46	44	42	40	38	37	35	21s 10		
136	71	67	64	60	57	54	52	49	47	45	43	41	39	38	36	35	21s 5		
134	70	66	63	60	57	54	51	49	46	44	42	40	39	37	36	34	21s 1		
132	69	65	62	59	56	53	50	48	46	44	42	40	38	37	35	34	20s 10		
130	68	64	61	58	55	52	50	47	45	43	41	39	38	36	35	33	20s 6		
128	67	63	60	57	54	51	49	46	44	42	40	39	37	35	34	33	20s 2		
126	66	62	59	56	53	50	48	46	44	42	40	38	36	35	33	32	19s 12		
124	65	61	58	55	52	50	47	45	43	41	39	37	36	34	33	32	19s 7		
122	64	61	57	54	51	49	46	44	42	40	39	37	35	34	32	31	19s 3		
120	63	60	56	53	51	48	46	44	42	40	38	36	35	33	32	31	18s 13		
118	62	59	55	52	50	47	45	43	41	39	37	36	34	33	31	30	18s 8		
116	61	58	54	52	49	46	44	42	40	38	37	35	34	32	31	30	18s 4		
114	60	57	53	51	48	46	43	41	39	38	36	34	33	32	30	29	17s 13		
112	59	56	53	50	47	45	43	41	39	37	35	34	32	31	30	29	17s 9		
110	58	55	52	49	46	44	42	40	38	36	35	33	32	30	29	28	17s 5		
108	57	54	51	48	46	43	41	39	37	36	34	33	31	30	29	28	17s		
106	56	53	50	47	45	42	40	38	37	35	33	32	31	29	28	27	16s 10		
104	55	52	49	46	44	42	40	38	36	34	33	31	30	29	28	27	16s 5		
102	54	51	48	45	43	41	39	37	35	34	32	31	29	28	27	26	16s 1		
100	53	50	47	44	42	40	38	36	35	33	32	30	29	28	27	26	15s 10		
98	51	49	46	44	41	39	37	36	34	32	31	30	28	27	26	25	15s 6		
96	50	48	45	43	40	38	37	35	33	32	30	29	28	27	26	24	15s 2		
94	49	47	44	42	40	38	36	34	33	31	30	28	27	26	25	24	14s 11		
92	48	46	43	41	39	37	35	33	32	30	29	28	27	25	24	23	14s 7		
90	47	45	42	40	38	36	34	33	31	30	28	27	26	25	24	23	14s 2		
88	46	44	41	39	37	35	34	32	30	29	28	27	25	24	23	22	13s 12		
86	45	43	40	38	36	34	33	31	30	28	27	26	25	24	23	22	13s 8		
84	44	42	39	37	35	34	32	30	29	28	27	25	24	23	22	21	13s 3		
82	43	41	38	36	35	33	31	30	28	27	26	25	24	23	22	21	12s 13		
80	42	40	38	36	34	32	30	29	28	26	25	24	23	22	21	20	12s 8		
78	41	39	37	35	33	31	30	28	27	26	25	24	23	22	21	20	12s 4		
76	40	38	36	34	32	30	29	28	26	25	24	23	22	21	20	19	12s		
74	39	37	35	33	31	30	28	27	26	24	23	22	21	20	20	19	11s 9		
72	38	36	34	32	30	29	27	26	25	24	23	22	21	20	19	18	11s 5		
70	37	35	33	31	30	28	27	25	24	23	22	21	20	19	19	18	11s		
68	36	34	32	30	29	27	26	25	24	22	21	21	20	19	18	17	10s 10		
66	35	33	31	29	28	26	25	24	23	22	21	20	19	18	18	17	10s 6		
64	34	32	30	28	27	26	24	23	22	21	20	19	18	18	17	16	10s 1		
62	33	31	29	28	26	25	24	23	21	20	20	19	18	17	16	16	9s 11		
60	32	30	28	27	25	24	23	22	21	20	19	18	17	17	16	15	9s 6		
58	30	29	27	26	24	23	22	21	20	19	18	18	17	16	15	15	9s 2		
56	29	28	26	25	24	22	21	20	19	18	18	17	16	15	14	14	8s 11		
54	28	27	25	24	23	22	21	20	19	17	17	16	15	14	14	14	8s 7		
52	27	26	24	23	22	21	20	19	18	17	16	16	15	14	14	13	8s 3		
50	26	25	23	22	21	20	19	18	17	17	16	15	14	14	13	13	7s 12		
48	25	24	23	21	20	19	18	17	17	16	15	14	14	13	13	12	7s 8		
46	24	23	22	20	19	18	18	17	16	15	15	14	13	13	12	12	7s 3		
44	23	22	21	20	19	18	17	16	15	15	14	13	13	12	12	11	6s 13		
42	22	21	20	19	18	17	16	15	15	14	13	13	12	12	11	11	6s 9		
40	21	20	19	18	17	16	15	15	14	13	13	12	12	11	10	10	6s 4		
38	20	19	18	17	16	15	14	14	13	13	12	11	11	11	10	10	6s		
36	19	18	17	16	15	14	14	13	12	12	11	11	10	10	9	9	5s 9		
	4'6"	4'8"	4'9"	4'11"	5'0"	5'2"	5'4"	5'5"	5'7"	5'8"	5'10"	5'11"	6'1"	6'3"	6'4"	6'6"			

