

WATERFORD INTELLECTUAL DISABILITY ASSOCIATION

Procedures Manual

Monitoring and Documentation of Nutritional Intake

PC-12

1.0 Scope

- 1.1 To ensure all service users are provided with a choice of wholesome nutritious food, consistent with their individual dietary needs and preferences.

2.0 Aims and Values

- 2.1 To ensure appropriate choice and involvement in choosing and purchasing food for service users.
- 2.2 To ensure that adequate assessments are in place so that all service users who may require assistance, receive it in a dignified manner.

3.0 Contents

- 6.0 Assessment.
- 7.0 Planning and purchasing food.
- 8.0 Meal times.
- 9.0 Where a service user requires assistance.
- 10.0 Recording.

4.0 Referenced Documents

W-112	Fluid Balance Chart.
W-057	Record of Menus and Food Provided.
W-057A	Record of Menus
W-075	Service User's Assessment / Nursing Care Plan.
W-075(A//C)	Service User's Person Centred Plan.
W-077(A/B/C)	Service User's Daily Report Record/Nursing Report/Sleepover Report.

5.0 Responsibilities

- 5.1 The Person in Charge and all staff.

This is the procedure to be followed

6.0 Assessment

- 6.1 All service users will have their needs assessed using the Service User's Assessment / Nursing Care Plan, W-075 or their Person Centred Plan, W-075(A/B/C).
- 6.2 The assessment should include the personal likes and dislikes of the service user, any known allergies and any special diet.
- 6.3 The assessment should also cover the level of assistance required, and any cutlery or crockery items that may be of help to the service user. Where appropriate an assessment should be carried out by an Occupational Therapist.

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The outcome of all external assessments will be reflected in W-075 Nursing Care Plan/W-075 (A/B/C) Person Centred Plan.

- 6.4 As meal times are a social occasion, staff should ensure that all service users are supported to participate, no matter what additional supports are required or what method they require staff to provide their nutrition.

7.0 Planning and Purchasing Food

- 7.1 Staff will ensure that service users are involved in the planning and purchasing of their food. The menu for the following week should be decided, where possible in conjunction with service users. In the service users homes (residential services), menus should be planned at the service users weekly meeting. In respite, staff should plan with service users on their first day of admission. Staff must record all food choices offered to the service user for all main meals on W-057 Record of Menus and Food Provided. Where meal choices change, this must be reflected on W-057A Record of Menus and Food Provided. This documents all meals taken.
- 7.2 Staff have an important role in supporting service users to maintain their health. Staff are responsible for ensuring that the food available to service users is nutritionally balanced and does not reflect the staff's own choices.
- 7.3 Where a service user consistently refuses a nutritionally balanced diet, staff should support them in understanding the effect this may have on their health.
- 7.4 Staff must ensure that there are always healthy meals and snacks available for service users and that meals, refreshments and snacks are served at reasonable and appropriate times.

8.0 Meal Times

- 8.1 Staff should check the care plan to be aware of the level of assistance required and the service user's likes, dislikes and any special dietary requirements.
- 8.2 Service users should be involved in the preparation and the serving of all meals. They should also be encouraged to clean up afterwards.
- 8.4 The environment at Meal times should be calm and social.
- 8.5 Staff should eat meals with service users and encourage interaction with everyone present.

9.0 Where a Service User requires assistance

- 9.1 Staff should sit down with the service user whom they are going to help feed, and not stand over them. The person should be encouraged and helped to wipe their hands and mouth whenever necessary. The service user's clothing should be protected with a napkin.
- 9.2 Service users should be given the appropriate utensils, which will enable them to eat satisfactorily.
- 9.3 Service users should be supported to eat and drink in manageable quantities at their own pace. Food should be cut up where required.
- 9.4 For someone who is visually impaired, staff should arrange the food around the plate and tell the service user where it is.
- 9.5 Service users should always be encouraged to help themselves as much as possible.

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10.0 Recording

- 10.1 The results of the service user's eating and drinking assessment should be recorded in their Service User's Assessment / Nursing Care Plan, W-075 or their Person Centred Plan, W-075(A/B/C), where necessary.
- 10.2 All meals offered to service users must be recorded on W-057 Record of Menus and Food Provided.
- 10.3 Where a member of staff becomes aware that a service user is having difficulty with eating and drinking, or where they are concerned that the service user is not eating as normal, the matter should be discussed with the member of staff on duty and appropriate action taken based on clinical assessment, and a record made in the Service User's Daily Report Record/ Nursing Report/ Sleepover Report, W-077(A/B/C).
- 10.4 When a staff member is concerned that a service user is not taking a sufficient fluid intake, or where it is required through assessment or at a GP's request, staff should use W-112 Fluid Balance Chart to document and monitor all fluid intake.