

Nutritional Care - Best Practice Guidelines

Use this checklist to help you consider if you are following Best Practice Guidelines for nutritional care of the service user. Develop Action Plans as appropriate. Best Practice guidelines are divided into 6 sections:

BEST PRACTICE GUIDELINE		Achieved		Comments & Actions Needed	
		YES	NO		
1	DEVELOPING A NUTRITIONAL POLICY & MENU CHOICES:				
	1.1	There is a nutritional policy in place which covers all aspects of healthy eating, and which is actively used and shared with the service user.			
	1.2	This policy has been developed in consultation with service users and families.			
	1.3	This policy has been developed to meet Healthy Eating Guidelines, where these are acceptable to the service user.			
	1.4	The policy and appropriate meal choices ("menus") are reviewed on a monthly basis to monitor nutritional progress and to evaluate impact.			
2	COMMUNICATION WITH SERVICE USERS & FAMILIES:				
	2.1	Meal planning to meet service user choices are documented, and copies are available on request.			
	2.2	Staff liaise with service users and families about mealtimes and availability of snacks.			
	2.3	Service users and families have the opportunity to give feedback about the meals and snacks prepared.			
	2.4	There is a separate policy in place for dealing with complaints about meals and the food provided.			
3	MEAL PLANNING & FOOD PROVISION:				
	3.1	Wherever possible, meals ("menus") are planned in advance and are for periods of a week or more.			
	3.2	Wherever possible, seasonal foods are included in the menus.			
	3.3	Fresh foods, locally sourced, are used wherever possible.			
	3.4	Meals and snacks are varied to include a variety of tastes, colours and textures.			
	3.5	Meals are designed to appear appetising as well as nutritious.			

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4	SPECIAL DIETARY NEEDS & DIVERSE DIETS:				
	4.1	Menus are able to cater for dietary requirements of all cultures and religions.			
	4.2	Menus are able to cater for special clinical needs as directed by qualified medical staff.			
	4.3	Menus reflect adequate choices with respect to personal preferences, and can offer vegetarian / vegan options.			
	4.4	Menus can cater for the service user who is diabetic, lactose intolerant, or who has documented food allergies.			
	4.5	The policy and appropriate menus are reviewed on a monthly basis to monitor nutritional progress and to evaluate impact.			
5	EATING ENVIRONMENT & SOCIAL ASPECTS OF MEALS:				
	5.1	Service users select the location of their choice to consume meals. Encouragement is provided for dining areas to be clean, warm and bright, and provide a relaxed atmosphere for dining.			
	5.2	Service users are encouraged to help with the serving of meals where appropriate.			
	5.3	Mealtimes are flexible to suit the service user and are not designed around the routines of the Service. Meals can be prepared in advance for the service user to consume at a more convenient time.			
	5.4	Specially adapted cutlery and crockery is available for those service users who may require assistance.			
	5.5	Discreet assistance is provided to those service users who may require it, and sufficient time is afforded to finish the meal.			
	5.6	Dining is treated as a social experience designed to enrich the life experience of the service user.			
6	STAFF TRAINING:				
	6.1	Catering staff are trained to the appropriate level of Food Hygiene Certification.			