

Policy	Food & Nutrition (Residential) Policy - SS69
Document owner	Director of Care and Independence
Review delegated to	Head of Care
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Date governor-approved	21 May 2019
Associated documents	Food Safety (Residential) Policy Safer Food, Better Business Handbook How to Support Me booklet Continuing Professional Development (CPD) Policy
Reference documents	The Care Act 2014 Equality Act 2010 Food Safety Act 1990 The Food Safety and Hygiene (England) Regulations 2013 The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 Human Rights Act 1998 Mental Capacity Act 2005
Initial reviewing body	Head of Care
Final approval body	Director of Care and Independence
Published on website	Yes

Purpose	The purpose of this policy is to provide a framework for the safe delivery of timely and appropriate food, nutrition and hydration for students / clients at Derwen College that is acceptable to the individual. The framework will ensure that we comply with legislation, regulation and best practice standards, in particular, CQC Regulation 14: Meeting nutritional and hydration needs.
Scope	All staff in whatever capacity they have with regards to food, nutrition and hydration at Derwen College to work alongside best practice principles and within the law. Derwen College recognizes the importance of safe, high-quality food and nutrition available for all students / clients, regardless of age, gender, faith or cultural / social background and ability / disability. Derwen College promotes an inclusive culture that empowers students / clients to have choice in all aspects of their nutrition and hydration management. Staff have the competence to monitor and assess for malnutrition and dehydration and respond appropriately and in a timely manner.

	Derwen College appreciates the value of a high-quality dining experience, where it is viewed as a sociable and meaningful activity.
Equality & Diversity	This policy has been produced with the aim of supporting the College vision to embrace diversity and welcome individuals from all backgrounds. When using this policy, the College expects members of staff to treat all others fairly and with respect. A member of staff who for any reason finds this or any other policy difficult to read or to follow should contact the Human Resources Department who will provide help with, or alternative formats of the policy.

Policy

Support Practitioners will be trained and have the competence to support students / clients safely and compassionately.

All staff will create and maintain a safe environment that supports students / clients with food and drink.

Support Practitioners will offer encouragement and practical assistance at mealtimes as required, whilst maintaining privacy and dignity at all times, especially when assisting students / clients.

The Admissions team will establish the nutritional and hydration needs, wishes and preferences at the pre-assessment stage, and the nursing and therapy teams will screen all students for nutritional risk on commencement of their care.

Advice, guidance and resources will be available to support students / clients to make informed decisions around managing their nutrition and hydration needs.

Support Practitioners will seek expert timely advice from the nursing team and therapists, or other appropriately trained professionals, where there is an identified need to enhance oral intake, manage artificial nutritional support or manage complex medical conditions that may require modifications to diet or fluids.

Support Practitioners will have the knowledge, experience and skills to support students / clients in preparing a nutritious meal plan that can be modified to meet individual needs.

Nutrition Risk Screening and Management

At the point of pre-assessment, information will be gathered and recorded in relation to nutritional and hydration preferences as well as gathering medical history, information about food allergies and conditions that may affect the students' ability to eat and drink independently.

Upon commencement of placement and with their consent; all students will have their weight recorded. Student weight and BMI will continue to be measured and monitored to ensure that unintentional weight gain or loss that exceeds 5% of the student's typical weight is identified and dealt with promptly. Any student who presents as 'at risk' will be referred to the nursing team for further investigation and intervention.

A Person-Centred Plan (PCP) will be produced for all students / clients that details the wishes, preferences, abilities and support required in relation to meeting nutrition and hydration needs. The student / client should be encouraged to be as fully involved as possible. In the absence of the ability of a student / client to be involved, decisions will be made in accordance with the Mental Capacity Act 2005 and staff should refer to this policy for further guidance.

Food and fluid intake will be monitored and recorded within the Nourish Care Management System for an agreed period of time, on an individual needs basis. These records can be referred to when exploring patterns of behaviour and can inform management strategies put in place.

Partnership Working

Where a student / client is unable to eat and drink or is demonstrating signs of deteriorating health due to a reduced intake, a referral to the GP will be made and recorded.

With the support of the nursing team, Support Practitioners are responsible for ensuring any referrals are followed up and achieved.

Communications

Support Practitioners will establish professional relationships with students / clients to enable a greater understanding of their wishes, preferences and choices. This will be recorded within the student / client care records within Nourish.

Students / clients will be fully encouraged and provided with the opportunity to feel included in meal planning and the delivery of food within Derwen College. This will be achieved by ascertaining feedback and suggestions at every opportunity.

Food Allergy

Food allergies involve the body's immune system. The body reacts to certain allergens in food by producing antibodies, which can cause immediate and sometimes severe symptoms such as swollen lips or eyes, vomiting, skin hives and in most extreme cases difficulties breathing and a severe fall in blood pressure (anaphylactic shock). In extreme cases this can prove fatal. All staff should also refer to the **Food Safety (Residential) Policy and Procedure**.

Food Intolerance

- This does not involve the immune system in the same way and is not usually as severe as a food allergy.
- Symptoms usually take longer and may include headaches, fatigue and digestive problems.

Food intolerance is harder to diagnose than a food allergy. The only reliable way to diagnose is to omit the suspected food from the diet (under the supervision of a dietician or doctor) to see if symptoms disappear.

Meal Planning & Purchasing

All meal plans will be developed with the involvement of students / clients.

All meals created must be consider the 14 allergens and take into consideration religious and cultural requirements.

If pre-packed foods are being used in the preparation of meals, any ingredient containing one of the allergens will be included (and emphasized) in the label ingredient list.

Purchasing is recommended from suppliers who provide product specifications, including the full ingredients list with allergens. The information on food labels can also be used.

All foodstuffs, whether a complete ready-made meal or individual ingredients that are brought in, should have ingredients checked and any of the 14 allergens identified.

Food preparation and delivery

As part of their residential experience at Derwen College, students / clients will be encouraged to be involved with food preparation and the delivery of food that is nutritious and served in an appropriate manner.

All food preparation processes will comply with food safety legislation. All staff should refer to the **Food Safety (Residential) Policy and Procedure**, and infection prevention & control measures.

Menus will be capable of meeting nutritional standards, including:

- A standard menu that promotes healthy choices, suitable for people with diabetes, obesity
- Modified Diets Menu in accordance with the National descriptors
- Allergy Aware Menu
- Preferential Diets (such as Halal/Kosher, Vegan and Vegetarian)
- Finger Foods and Small Appetite
- Medical Advisory Diets (e.g. Gluten free)

Support Practitioners should review the ingredients information for foods they provide. Standard recipes are preferred as information will be readily available to inform students / clients of the presence or absence of the 14 allergens.

The allergens in each recipe's ingredients should be listed on the Allergen Chart attached to this policy, and used as a ready reference to show the allergens present. It is important to recognize that brands and different pack sizes may vary. For example, certain brands of prepared potatoes may contain more sulphites as a preservative, and some brands may use different ingredients in different pack sizes.

There should be a rigorous system to ensure information is updated. This will include adding new food products into the data when they are sourced and updating product details when ingredients change, or when manufacturers change formulations.

For those students / clients that have particular food allergies, catering teams should consider special menus for that particular allergy.

Support Practitioners will adhere to and access all policies and procedures available in relation to all aspects of nutrition and hydration at Derwen College, and observe legislation in relation to the 14 allergens.

Arrangements will be in place to ensure that there is access to food and fluids, as required, at all stages of the day.

Staff will ensure that where students / clients require artificial support to meet their nutrition and hydration needs, competent trained staff, with the following available, meet this:

- An individual detailed Person-Centred Plan that provides clinical guidance on the oral and enteral nutrition regimes and support required, who to contact for support and guidance, a protocol for out-of-hours management and how to respond to changes in condition
- Sufficient and well-maintained stocks and supplies of equipment
- Evidence of staff competence and training in the required areas
- PPE and appropriate management of infection prevention & control

All regimes will be prescribed by an appropriate specialist health care professional or the student / client's GP.

Students / Clients with Swallowing Difficulties

Staff will support students / clients who have swallowing difficulties and should refer to the **Dysphagia procedure** for further details.

Staff should inform nursing staff of any changes to the student / client swallow function, which should be reported to the GP and documented. Advice should be sought from the Speech and Language Team as to how Derwen College can support the student / client.

Thickeners will be prescribed for the student / client, if required, and only administered by staff who have undergone appropriate training. Sufficient stock will be available at all times.

Training and Education

Derwen is committed to ensuring that our services are provided by competent and trained staff. As part of the induction process, new staff members will be expected to complete Food Hygiene training and Nutrition & Hydration training as part of their continuing professional development; this is a mandatory requirement for those staff supporting students within their residence with meal preparation.

Ongoing, staff will be enabled to maintain and develop their knowledge and development further. This will be delivered and offered by different means, which could include formal training or delivery via discussion through meetings and supervision.

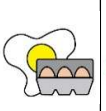
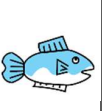
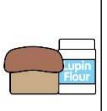
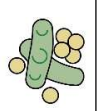
A range of resources will be available to support staff and there will be access to this policy via SharePoint.

Audit and Review

The audit programme for nutrition and hydration will be overseen by Registered Managers and will include observations of mealtimes and the dining experience, as well as audit of the care records on Nourish, staff performance, environment and monitoring of weight loss / gain of students / clients.

DISHES AND THEIR ALLERGEN CONTENT

(NOTE - please state the name of the cereal(s) containing gluten** in that column AND/OR the name of the nut in that column)

DISHES														
	Celery	Cereals containing gluten	Crustaceans	Eggs	Fish	Lupin	Milk	Mollusc	Mustard	Nuts	Peanuts	Sesame seeds	Soya	Sulphur Dioxide