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|  FEEDING AND TRAY DELIVERY PROCEDURES | NO. 638 |
| POLICY:The following feeding and tray procedures must be followed to ensure prompt and palatable meal service:FEEDING PROCEDURES FOR MEALS1. Residents needing assistance with eating will be brought to the dining room. Juices, silverware, necessary food items and equipment, etc. will be prepared by the dietary staff prior to mealtime.
2. These residents will be seated at the tables in the Dining Room which are reserved for those who require assistance with eating and who need to be supervised while eating.
3. A, B, and C Wing aides will feed/assist residents from the wings (together) at meals in the Dining Room.
4. At least one CNA is to remain on each wing during mealtimes.
5. Dietary staff will set up and serve food, drinks, and dessert to designated residents. Check with Dietary Manager for list.
6. Restorative supper begins approximately 5:30 p.m. in the Folding Room. Team Leaders are responsible for organizing and carrying out the program.
7. Restorative lunch begins approximately noon in the Folding Room. The therapy aides are responsible for organizing and carrying out the program.

TRAY PROCEDURE FOR ALL MEALS1. Residents are encouraged to go to the Dining Room for meals whether they are out of bed or in bed. Residents will be offered to be transported to the Dining Room in their bed if they choose.
2. If a resident refuses to get up or go to the Dining Room for a meal, please ask “Why?” Try to encourage them to participate in meal time in the Dining Room. If they refuse, offer them the first choice on the menu. \*Report the refusal to the nurse on duty. Once their tray has arrived on the Wing, serve it promptly and provide assistance if needed. If they refuse the tray that you bring them, return it to the cart until all other trays are distributed and residents are assisted. Offer the tray again to the resident and explain that you are going to return the food to the kitchen if they don't accept it at this time. If they continue to refuse at this time, return the tray to the kitchen, and notify the cook that the resident has refused the meal.
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| 1. Some residents may have medical reasons for staying in bed, thus will be receiving a tray. The nurse must approve this. These residents will be given the hot meal which is on the menu. Some residents have special eating needs or requirements/habits and a CNA will assist with required set up or provide assistance as needed per Care Plan.
2. If a resident is unable to be assisted out of bed before the meal because staff is unable to get them up due to extenuating circumstances, they will be served a "Hot Tray" in their room if they choose. If they choose to eat something that requires heating out of the resident's refrigerator in their room, they may ask staff for assistance in doing so during meal times.
3. If a resident is in bed due to a medical reason and chooses to eat food out of the refrigerator in their room and require staff assistance to eat, they are welcome to do so if it is during scheduled meal times. (If they do not have a medical reason for staying in bed and choose to eat food out of the refrigerator in their room, they may eat something "cold" out of their refrigerator- staff will not be expected to heat up an item if the resident could have gone to the Dining Room for a "Hot Tray".)
4. Residents who require assistance eating and wish to order food from outside the facility will need to have it delivered during regular dining hours and it will need to be eaten in the dining room when staff are available to assist.
5. Assigned staff, (usually A & B Wing Team Leaders) are responsible for filling out Tray Lists and delivering them to the Kitchen by 7:30 a.m. for breakfast, I 1:00 a.m. for lunch, and 3:30 p.m. for supper. They must also check with the nurse whenever a medical excuse is given by a resident, for nurse approval.
6. After residents who require help with eating or need to be supervised are assisted, a nursing aide from each Wing will notify the kitchen that they are ready for trays on the wing.
7. The nursing assistants will assemble the trays (drinks, silverware, adaptive equipment, etc.) while the cook is dishing up the hot food. The food should not be dished up until the aide(s) are there with trays assembled! The aides are expected to wait for the food to be dished up so that trays can be served to residents. The cook then checks tray accuracy per diet order.
8. When trays are prepared, they are delivered to the wing by the dietary staff and nurses’ aides will feed the applicable residents.
9. Return completed tray ticket with intake percentages noted to Dietary along with dishes following each meal.
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