**WINNING WHEELS, INC.**

**TRAY PROCEDURE FOR ALL MEALS**

A. Residents are encouraged to go to the Dining Room for all 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.

B. If a resident refuses to get up or go to the Dining Room for a meal, please ask VirHY. Try to encourage them to participate in meal time in the Dining Room. Offer them the alternative meal, a "cold plate" which will be of equal nutritional value, and write it on the Tray List along with the reason for refusal. \*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.

C. Some residents may have medical reasons for staying in bed, thus will ultimately 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.

D. If a resident is unable to be assisted out of bed before the meal because staff were 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 only.

E. 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".)

F. 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.

G. 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.

H. Immediately after all residents who require help with eating or need to be supervised are assisted, a nursing aide from each Wing Aill notify the kitchen that they are ready for trays on the wing.

1. The nursing assistants will assemble the trays (drinks, silver-ware, 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 immediately be served to residents. The cook then checks tray accuracy per diet order.

J. As soon as trays are prepared, they are delivered to the wing by the dietary staff and all nurses aides will feed all the applicable residents.

K. Return completed tray ticket with intake percentages noted to Dietary along with dishes following each meal.

L. Registered Dietian's approved alternate meals/Cold Tray.