

Principles of safe and effective nutritional care

Admission

- Admission information (needs, preferences, allergies, etc) documented, communicated and shared with staff as appropriate, including catering department
- Nutritional screening (eg MUST) completed accurately within 24 hours of admission
- Associated individualised care plan implemented
- Referrals made as appropriate, eg to dietitian or speech and language therapist
- Processes in place to ensure individuals requiring special diets and or assistance at meal times are identified as soon as possible

During stay

- Repeat nutritional screening, as appropriate to level of risk and care setting
- Care plans are reviewed and updated regularly and as determined by individual need
- Ensure good communication/handover about individual's nutritional progress
- Ensure protected meal times are embedded, implementing the 'Making Meals Matter' pack
- Those individuals identified as requiring special diets and or assistance at meal times are supported on an ongoing basis. Food and fluid charts are completed

- Provide sufficient fluids and document intake on fluid chart if required
- Process in place to ensure provision of, encouragement with and documentation of any oral nutritional supplements
- Support individuals to participate in local audit and feedback, to support service improvements

Discharge/Transfer

- Ensure nutritional screening (eg MUST) and care plan is up to date
- Discharge documentation to be completed including relevant nutritional information (see Communication Tool - part of 'Making Meals Matter' pack: see www.nutritioncare.scot.nhs.uk)
- Inform involved healthcare professionals and relevant others of discharge/transfer date

Staff

- Ensure staff attend relevant education and training sessions and are aware of best practice and local guidelines relating to nutritional care
- Have an identified member of staff in each area with a special interest in nutritional care
- Include processes and procedures associated with nutritional care as part of staff induction/orientation

Help us to make our meals matter