

(Put in name of service) Menu Planning Tool

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Explanatory Notes for using the (Put in name of service) menu planning tool

This tool is intended as a guide to help plan your menus and ensure they are nutritionally balanced and meet the minimum nutritional recommendations for your residents.

How to use the tool

You should aim to use a 4 week menu cycle and compare each week in your cycle to the menu analysis tool. A blank sheet is provided for you to record any necessary changes you need to make to your menus in order to meet the nutritional needs of the people using your service.

You should use this tool every time you make significant changes to your menus. It is recommended that menus are reviewed and changed on a regular basis in order to maintain interest and enjoyment of food.

This tool and the recorded information can also be used to evidence any information required by the contracts team during visits and inspections.

The nutritional content of your menus cannot be guaranteed using this tool due to variability in portions, recipes and ingredients.

Mixed dishes

Many dishes will contain nutrients from more than one of the above food groups. For example, Macaroni cheese, Lasagne, quiche. You will need to consider this when using the menu analysis tool.

Macaroni cheese will have nutrients from the starchy, dairy and protein food groups

Lasagne will have nutrients from the starchy, dairy, meat and vegetable group

Certain nutrients are very difficult to achieve, even using this tool.

Vitamin D- The recommended daily intake for older people is 10 mcg. The best dietary sources are oily fish such as salmon, sardines, kippers, pilchards, trout. Eggs, meat, margarine and cereals contain small amounts. It is recommended that we eat 1-2 portions of fish / week, one of which should be oily.

Fibre- The recommended daily intake for adults is 18g/day. This can only really be achieved if all foods are high fibre, including rice, pasta and flour for baking. This may not be possible in your care home and may be something you need to discuss with the care home manager and / or dietitian. However the above tool will provide a medium amount of fibre / day.

The fibre content of soup can be very variable. Homemade vegetable soup which contains a variety of vegetables or pulses such as lentils, split peas, beans will all have a good amount of fibre however tinned or packet vegetable soups will have less fibre

Remember in order for fibre to be effective residents need to have a good fluid intake. It is recommended that residents should have 8-10 cups of fluid / day

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Week no.	Date of review:								
Does the menu contain :	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Weekly total	Action
At least 6-7 portions of starchy food throughout the day 1 portion = 1 slice of bread, 1 small bread roll, ½ softie, 2 tbsp cooked rice, 3 tbsp cooked pasta, 2 egg sized potatoes, 1 scoop of mashed potatoes, 2 tbsp of chips, ½ baked potato 3 tbsp of breakfast cereal, small bowl of porridge, 1 weetabix, 3 crackers, 1 oat cake. Should aim to include starchy food with each meal. Try to include as many high fibre foods as possible to help meet fibre requirements								Recommended 42-49 portions	
								Actual	
At least 5 portions of fruit and vegetables each day 1 portion = 1 apple/banana/orange/ pear, 2 satsumas, 2 plums, 2 kiwis, small glass of fruit juice, 3 tbsp of stewed or tinned fruit, 1 hand full of grapes, strawberries 1 portion = 2-3 tbsp of vegetables, (not including potatoes), side salad, 1 bowl of home made vegetable soup (containing a variety of vegetables) Aim for 3 portions of a pulse based soup / week. e.g. lentil, split pea								Recommended 35 portions	
								Actual	
At least 2 portions of protein foods each day 1 portion= 3 oz (85g) of meat, e.g beef, chicken, pork, lamb, oily fish, liver, 5 oz (142g) white fish, 2 sausages, 2 eggs, 2 slices of cold meat, 4 oz (113g) soya/ tofu/ quorn.								Recommended 14 portions	
								Actual	
At least 3 portions of dairy foods each day 1 portion= 1/3 pint (190mls) of full fat milk (cup), 1 yoghurt, 1 fromage frais, bowl of custard/ milk pudding made with milk, 1 oz (28g) cheese, 3 oz (85g) of cottage cheese								Recommended 21 portions	
								Actual	
At least 2 nourishing snacks or milky drinks for residents who are at risk of malnutrition. Examples include home bakes, scone/ pancake with jam and butter, toast with cheese/butter and jam, small sandwich, crackers and cheese, extra puddings, thick and creamy yoghurts, fromage frais, dairy ice cream, milky drinks . A nourishing snack is <u>not</u> a plain biscuit. Refer to the booklet “Food Fortification: A guide on how to add extra nourishment” Available from community dietetic department								Recommended 14 snacks	
								Actual	

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Week Number:

Date:

Signature:

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Weekly Total	Action
Starchy foods								Recommended 42-49 portions	
								Actual	
Fruit and vegetables								Recommended 35 portions	
								Actual	
Protein foods								Recommended 14 portions	
								Actual	
Dairy foods								Recommended 21 portions	
								Actual	
Snacks								Recommended 14 snacks	
								Actual	