# Catering

# Westmorland & Furness Care Services

Contents

[Policy 1](#_Toc149230091)

[Procedure 1](#_Toc149230092)

[Induction /Training 1](#_Toc149230093)

[Menu Planning 1](#_Toc149230094)

[Disability and Mental Health 2](#_Toc149230095)

[Special Requirements / Food Preferences 2](#_Toc149230096)

## Appendices

[Appendix 1 – Menu Choice Sheet 3](#_Toc149230097)

[Appendix 2 – OA Day Services Menu Sheet 4](#_Toc149230098)

[Appendix 3 – Notification of Special Requirements/Preferences Form 5](#_Toc149230099)

## Policy

To ensure staff are fully aware of their roles and responsibilities around food preparation and cooking. Ensuring service users receive an adequate diet suitable to their individual needs.

## Procedure

### Induction /Training

1. The following staff (supervisor/cooks/lead support workers/senior support workers) must complete Food Safety level 2 eLearning course and complete an annual knowledge check.
2. All staff involved in the preparation of any meals or snacks must complete the Diet and Nutrition Eatwell Guide (booklet).

### Menu Planning

1. Menus should be planned in consultation with service users and take into consideration their preferences, allergies/intolerances and any specific cultural dietary requirements and nutritional needs. Specific dietary needs should not be imposed on other service users. Budgetary requirements must also be adhered to.
2. Information about service user’s allergies/intolerances must be clearly recorded and readily available for all staff. This can be done on the person centred/support plan and [Appendix 3 - Notification of Special Requirements / Preferences Form](https://cumbria.gov.uk/elibrary/Content/Internet/327/38541/38630/4522516361.docx). Where staff have any concerns, they must seek advice from the manager/supervisor before any food or drink is given.
3. Meals should be prepared in line with the Eatwell Guidance. A range of drinks should always be available.
4. Service users should be offered a choice of two courses. At least two choices should be available at each mealtime. This should be taken into consideration when planning menus.
5. Meals should be prepared and served in respect of service users specific cultural and religious requirements as required.
6. A menu choice sheet needs to be completed daily for all service users (see [Appendix 1 - Menu Choice Sheet](https://cumbria.gov.uk/elibrary/Content/Internet/327/38541/38630/45225163323.docx) and [Appendix 2 - OA Day Services Menu Sheet](https://cumbria.gov.uk/elibrary/Content/Internet/327/38541/38630/45225163457.docx)). This must be initialled by the member of staff completing the form.
7. Menus should be planned to provide nutritionally balanced meals and to minimise constant repetition of dishes. Consideration should be given to maximising the use of fresh produce, e.g. the use of “in season” fruit and vegetables and to provide sufficient variety of colour, taste and texture to ensure that meals are appealing.

Menus should also include a range of five fruit and vegetable servings throughout the day.

1. A record of menus should be maintained for a three-month period on a rolling basis.

### Disability and Mental Health

When planning meals, staff should take into account the choice, skills and abilities of service users and the time, facilities and budget available to them.

### Special Requirements / Food Preferences

1. As part of the admission process all service users must have a C9 Appendix 3 completed.
2. Any special requirements should be recorded on [Appendix 3 - Notification of Special Requirements / Preferences Form](https://cumbria.gov.uk/elibrary/Content/Internet/327/38541/38630/4522516361.docx) and this held in the main catering kitchen and the details transferred onto the person centred/support plan.

For services using electronic care planning a copy of the [Appendix 3 - Notification of Special Requirements / Preferences Form](https://cumbria.gov.uk/elibrary/Content/Internet/327/38541/38630/4522516361.docx) will need to be scanned and uploaded to IAS.

1. The information on this form should be reviewed regularly or when any changes occur to service user’s dietary needs/requirements and should include the following as appropriate:
* Special dietary requirements, e.g., diabetes, food intolerances, cultural preferences and allergies.
* Food preferences and dislikes.
* Any need for specially designed cutlery or tableware.
* Any other identified needs – e.g., assistance with eating meals

For further information about food preparation / hygiene etc refer to the kitchen manual

# Appendix 1 – Menu Choice Sheet

[Appendix 1 - Menu Choice Sheet](https://cumbria.gov.uk/elibrary/Content/Internet/327/38541/38630/45225163323.docx)

Establishment:       Week No:       Unit:       Week commencing:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Service User Name**  | **Monday** | **Initials** | **Tuesday** | **Initials** | **Wednesday** | **Initials**  | **Thursday** | **Initials** | **Friday** | **Initials**  | **Saturday** | **Initials**  | **Sunday** | **Initials**  |
|  | **M** | **S** | **T** |  | **M** | **S** | **T** |  | **M** | **S** | **T** |  | **M** | **S** | **T** |  | **M** | **S** | **T** |  | **M** | **S** | **T** |  | **M** | **S** | **T** |  |
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|  | **Main Meal (M)** | **Sweet (S)** | **Tea (T)** |  | **Main Meal (M)** | **Sweet (S)** | **Tea (T)** |
| **Monday 1** |       |       |       | **Tuesday 1** |       |       |       |
| **2** |       |       |       | **2** |       |       |       |
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| **Wed 1** |       |       |       | **Thursday 1** |       |       |       |
| **2** |       |       |       | **2** |       |       |       |
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| **Friday 1** |       |       |       | **Saturday 1** |       |       |       |
| **2** |       |       |       | **2** |       |       |       |
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| **4** |       |       |       | **4** |       |       |       |
| **Sunday 1** |       |       |       |  |
| **2** |       |       |       |
| **3** |       |       |       |
| **4** |       |       |       |

**Special requests / Notes :**

# Appendix 2 – OA Day Services Menu Sheet

[Appendix 2 - OA Day Services Menu Sheet](https://cumbria.gov.uk/elibrary/Content/Internet/327/38541/38630/45225163457.docx)

**MENU SHEET: DAY: DATE:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Lunch | Pudding |  |
| **NAMES** | **1ST Choice** | **2nd Choice** | **1st Choice** | **2nd Choice** | **COMMENTS** |
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**Key: D = Diabetic, G = Gluten free, LF = Low Fat, LS = Low salt, S = Soft, L = Liquidised**

# Appendix 3 – Notification of Special Requirements/Preferences Form

[Appendix 3 - Notification of Special Requirements / Preferences Form](https://cumbria.gov.uk/elibrary/Content/Internet/327/38541/38630/4522516361.docx)

**Service user:**

|  |
| --- |
| **To be completed once on admission** |
| Weight on admission:  | Height on admission:  |
| Any unintentional weight loss in the past 3 to 6 months: |  |
| Recent change in appetite: |  |
| Allergies / Intolerances: |  |

|  |
| --- |
| Any special dietary requirements? (E.g. diabetic, food intolerances, cultural, allergies etc):  |

|  |  |
| --- | --- |
|  **Food Preferences** | **Food Dislikes** |
|  |  |

Any need for specially designed cutlery or tableware?

Any need for special preparation or presentation? (e.g. meal cut into bite size pieces, portion size etc.)

Any other identified needs: (e.g. assistance with eating meals, problems swallowing/chewing etc.)

|  |  |  |
| --- | --- | --- |
|  | **Preferred eating environment** | **Specific preferences regarding meals**(Timing of meals, eating companions, medications with meals, utensils, preparation and / or presentation) |
| **Dining Room** | **Other Room** |
| **Breakfast** |  |  |  |
| **Mid A.M.** |  |  |  |
| **Lunch** |  |  |  |
| **Mid P.M.** |  |  |  |
| **Tea** |  |  |  |
| **Supper** |  |  |  |

Signed: Date:

Review date (if needed):

**Details to be recorded in the person-centred care**/support **plan and a copy of this form to be held in the kitchen (s).**