

POLICY NUMBER: NDIS SER DEL 29

INTENT

This policy is developed to ensure that any Participant requiring mealtime management receives nutritious meals of a texture that is appropriate to their individual needs, appropriately planned and prepared in an environment and manner that meets their individual needs and preferences and delivered in a way that is appropriate to their individual needs and ensures that the meals are enjoyable. It also serves to ensure as far as practicable that staff assisting with mealtime management are given appropriate training.

DEFINITION

Mealtime Management: A mealtime management plan is recommended when a person has trouble swallowing.

POLICY STATEMENTS

- A Participant who requires mealtime management will be identified during the assessment and intake process or during the course of their support as their needs change. Any identified Participants must have a Mealtime Management Plan to suit their circumstances.
- Where Real Living Options Association Inc. is the main service provider they will collaborate with the relevant speech pathologist and other relevant practitioners to assess and develop a mealtime management plan that includes:
 - undertaking a comprehensive assessment of the Participants nutrition and swallowing; and
 - assessing the Participants seating and positioning requirements for eating and drinking; and
 - providing a mealtime management plan which outlines the Participants mealtime management needs, including swallowing, eating and drinking; and
 - reviewing assessments and plans annually or following the professional advice of the Participant's practitioner, or more frequently if needs change or difficulty is observed.
 - Ensure appropriate training by a qualified professional is provided to employees supporting the Participant, including training on preparing texture-modified foods and fluids and steps to take if safety incidents occur during meals, such as coughing or choking.

PROCEDURES

- Mealtime Management Plans must be developed by a qualified professional such as a Speech Pathologist.
- Mealtime management plans should include:
 - provision of nutritious meals that would reasonably be expected to be enjoyable, reflecting the Participants preferences, their informed choice and any recommendations by a Speech Therapist that are reflected in their mealtime management plan; and

Date Adopted:	29.09.22	Next Review Date	2027	Version:	02	CIR	03.06.24
File Path:	https://reallivingoptions.sharepoint.com/sites/RealLivingOptions/Shared Documents/All Staff/Governance/PPD - Policies and Procedures/.NDIS PPD/NDIS SERVICE DELIVERY/NDIS SER DEL 29 Mealtime Management.docx			NON-CONFIDENTIAL		Page 1 of 3	

- proactively manages risk if the participant has chronic health risks (such as swallowing difficulties, diabetes, anaphylaxis, food allergies, obesity or being underweight)
- The Service will provide the participant with information about the mealtime management plan and the consequences of not following this plan
- The service will monitor when the Participant should be assessed, monitored and reviewed by a Speech Pathologist for mealtime and swallowing safety and support needs
- The mealtime management plan will assess whether the person should be supervised or assisted during mealtimes
- The Service will communicate with the Participant about supports during the plan implementation
- The mealtime management plan will include any food texture modification required, how the person is positioned during and after mealtimes and the amount of food and pace of each mouthful during mealtimes.
- Staff supporting a Participant with a mealtime management plan will receive training from a qualified professional such as a Speech Pathologist for the mealtime management needs of the Participant to ensure:
 - they are capable of delivering support
 - they stay alert to ensure safe eating and drinking
 - they know what steps to take if safety incidents occur during meals, such as coughing or choking on food or fluids.
 - they prepare and provide safe meals with participants that would reasonably be expected to be enjoyable
 - they proactively manage emerging and chronic health risks related to mealtime difficulties, including seeking help to manage such risks.
- Mealtime management plans will be accessible to all staff providing these services.

DELEGATIONS

Service Manager

- Responsible for approving the delivery of complex supports and services

Support Manager

- Must report to the Service Manager regarding any Participants who require a mealtime management plan
- Responsible for ensuring staff supporting a Participant who has a mealtime management plan are given appropriate training from a qualified professional.
- Responsible for ensuring mealtime management plans are reviewed annually or as changes to the Participant are identified.

Lifestyle Assistants (*providing support to a Participant that requires mealtime management*)

- All Lifestyle Assistants supporting a Participant who has a Mealtime Management Plan must undertake the NDIS Supporting Safe and Enjoyable Meals and the iinduct

Date Adopted:	29.09.22	Next Review Date	2027	Version:	02	CIR	03.06.24
File Path:	https://reallivingoptions.sharepoint.com/sites/RealLivingOptions/Shared Documents/All Staff/Governance/PPD - Policies and Procedures/.NDIS PPD/NDIS SERVICE DELIVERY/NDIS SER DEL 29 Mealtime Management.docx			NON-CONFIDENTIAL		Page 2 of 3	

Mealtime Support online training modules as a minimum requirement prior to providing any support.

- Prior to supporting any Participant who has a Mealtime Management Plan with severe dysphagia that requires texture modified foods, Lifestyle Assistants must attend face to face training with a qualified Speech Pathologist.
- Lifestyle Assistants must follow the individual mealtime management plan accessible in the Participants online documents in Akuety.
- Report back to the Support Manager if there are any changes in the Participants ability to swallow.
- Must make the Support Manager aware of any concerns around supporting a participant who requires a mealtime management plan.

RELATED DOCUMENTATION

Mealtime Management Plan (where applicable)

REFERENCES

NDIS Code of Conduct

NDIS Practice Standards and Quality Indicators

NDIS Workforce Capability Framework

United Nations Convention on the Rights of Persons with Disabilities

AMENDMENTS/REVIEWS

Approved 29.09.22, Amended 06.06.24

Date Adopted:	29.09.22	Next Review Date	2027	Version:	02	CIR	03.06.24
File Path:	https://reallivingoptions.sharepoint.com/sites/RealLivingOptions/Shared Documents/All Staff/Governance/PPD - Policies and Procedures/.NDIS PPD/NDIS SERVICE DELIVERY/NDIS SER DEL 29 Mealtime Management.docx			NON-CONFIDENTIAL		Page 3 of 3	