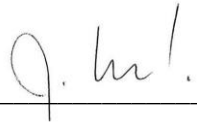


Leamington Mennonite Home

POLICY AND PROCEDURE

CATEGORY: Dietary	SUBJECT: Tray Service	SECTION: T
DATE: September 2004	Administrator: 	POLICY: 3
REVISION DATES: February 2022	Dietary Director: _____	

TRAY SERVICE

POLICY:

Meal trays are provided to residents who are unable to come to the dining room.

OBJECTIVE:

To ensure residents who are unable to come to the dining room for meals receive adequate nourishment.

PROCEDURE:

1. The Nursing staff will inform the Dietary staff of any trays that are required. Special requests may be facilitated in response to the personal care and / or health needs of the resident.
2. The Dietary Aide will prepare the tray as per diet orders i.e., fluids, etc.
3. Tray Service Procedure
 - a. **Dietary Staff**
 - i. Perform hand hygiene before preparing the tray
 - ii. Proper texture (according to meal plan is provided)
 - iii. Fluids provided are correct consistency
 - iv. All food and fluids on the tray must be covered prior to leaving servery with utensils wrapped in napkins
 - v. Tray is prepared at point of service (immediately prior to delivery) to ensure safe food temperatures
 - vi. Hand hygiene performed
 - b. **PSW/Nursing Staff**
 - i. Hand hygiene is performed before PSW takes the tray
 - ii. Tray is set up in resident's room and assistance provided to remove covers so resident can eat – if self-fed
 - iii. If resident requires assistance with feeding, the tray is delivered at time when assistance with feeding can be provided
 - iv. PSW/Essential care giver performs hand hygiene prior to assisting resident with their meal
 - v. The Nursing staff will deliver the tray to the resident after all dining room residents have received the necessary assistance.
 - vi. The Nursing staff will provide assistance with feeding as per policy