

# **FEEDING AND SWALLOWING CARE PLAN: NUTRITION SERVICES PROCEDURES**

**1. Background:** There are a number of students with disabilities in our school district who have problems swallowing safely (dysphagia) and are at risk of aspirating when eating, being fed or swallowing liquids. In some cases this could be life threatening. In an attempt to provide safe meals and snacks for these students, the district has developed guidelines and procedures to address this need.

**2. Registration/Identification:** As part of the evaluation process which will qualify these students for special education or for Section 504 accommodations, a Feeding and Swallowing Care Plan will be completed. This is to be facilitated by a Speech and Language Pathologist (SLP) or Occupational Therapist (OT). Normally these students are referred through the Child Find process but some may enter school through the typical registration process. If this is the case and the 1F15B registration form indicates a life threatening issue, then office staff should be informed to refer these students to the SLP or OT.

**3. Communication Plan for Parents and Physicians:** Special education staff (SLP, OT and/or Individual Education Program (IEP) team) will discuss with parents the limited options of meal substitutions offered for the breakfast and lunch programs. The only diet options provided by the Nutrition Services department will be:

Food Consistency: Pureed, Mechanical Soft, or Regular

Liquid Consistency: Honey Thick, Nectar Thick, Thin (regular/normal)

**4. Speech and Language Pathologist (SLP)/Occupational Therapist (OT) and/or evaluation committee** will complete the special education evaluation. If a swallow study was completed prior to this evaluation, the Feeding and Swallowing Care Plan will be filled out as part of that process. Diet level (approved substitutions) will be determined by information provided by the physician or Clinical SLP. The IEP/504 team will complete the form with information regarding where the student will be fed, by whom (if appropriate), who will provide the food and necessary staff training.

If no swallow study has been completed, it will be recommended to the parents that one be completed.

**5. The SLP or OT will provide copies of the Care Plan to** all team members noted on the bottom of the feeding and swallowing care plan. **NOTE:** Once a care plan is delivered to the kitchen, **meals may not be available for one week** to allow for product delivery.

- SLP/OT keeps copy
- Student Support Services Center
- Classroom teacher
- Nurse
- School office

- Copy to NS office
- Copy to kitchen
- Copy to base Kitchen also (transport makes a copy for their base)

## 6. NUTRITION SERVICES KITCHEN PROCEDURES:

- Kitchen manager receives and posts copy of the feeding and swallowing care plan by the phone in the kitchen and by the serving line but not in view of the customer.
- Manager and entire kitchen team review the food and liquid modifications section and ensure they have the appropriate products on hand.
- PUREED menu items will mostly be pre-portioned ready to go products. Beverage/liquid consistency will vary and is noted on the care plan. See the list below for details on available pureed menu items.
- MECHANICAL SOFT items will be regular menu items and recipes that the kitchen team can provide WITHOUT any additional modification. Additional modification (chopping, cutting, etc) will be approved by the SLP/OT and handled by the person who feeds the student.
- PRODUCT ORDERING: Food items will be ordered by the kitchen manager on an as needed basis. Product inventory levels should be kept to a minimum. Base kitchens should order the special textured items for all their transport kitchens so cases of product can be shared.
- SUBSTITUTIONS, ADDING MENU ITEMS: Must be approved by the SLP or OT and the kitchen must have a written form or note on the feeding plan stating the new item that is acceptable. For example, some students on mechanical soft may be able to eat moist sandwiched like tuna fish, and the SLP can add that as an acceptable item on that student's feeding care plan.
- DESSERT items may be offered to students on the mechanical soft or pureed diets as often as they appear on the elementary menu.

**7. ORDERING MEALS:** Individual students will pay for the meal they are served based on the meal status they qualify for. Thus, Paid will pay the full student meal price, Reduced will pay the reduced meal price, and Free will be free.

### LUNCH

- The Instructional Assistant (IA) or teacher must order the appropriately textured meal from the approved menu cycle by contacting the kitchen manager (phone or email) by 9:30 AM on the day the child will eat lunch.
- Substitution for menu items can be made IF the item is one of the items on the approved cycle menu AND the kitchen manager has the item on hand and is able to produce the item. Substitutions must be requested by 9:30 AM
- Kitchen team will prepare menu items and have items ready for pick up at the appropriate lunch time. Menu will follow the weekly cycle for either the Mechanical Soft diet or the Pureed diet.
- Meals will be picked up from the kitchen by the student, IA or teacher.
- The IA, teacher, or SLP will **verify that the meal is the appropriate** texture and the liquid is the appropriate consistency.
- Optional mechanical soft items (ie: spaghetti, ravioli, turkey gravy) must be approved by the SLP and modified by the aide as needed.

- If the pureed meal is ordered, prepared, and not picked up, the meal will be billed to the Special Education department along with any other pureed meals served.

## **BREAKFAST**

- Breakfasts will be prepared on an as needed basis following the approved mechanical soft or pureed menus.
- Once the classroom staff requests the breakfast on the morning it will be eaten, the nutrition services team will prepare the items. Prep time may take 10-15 minutes.
- Substitution for menu items can be made IF the item is one of the items on the approved cycle menu AND the kitchen manager has the item on hand and is able to produce the item.
- Kitchen team will prepare menu items and have items ready for pick up at the appropriate time. Menu will follow the weekly cycle for either the Mechanical Soft diet or the Pureed diet.
- Meals will be picked up from the kitchen by the student, IA or teacher.
- The IA, teacher, or SLP will **verify that the meal is the appropriate** texture and the liquid is the appropriate consistency.
- Optional mechanical soft items (ie: spaghetti, ravioli, turkey gravy) must be approved by the SLP and modified by the aide as needed.
- If the pureed meal is ordered, prepared, and not picked up, the meal will be billed to the Special Education department along with any other pureed meals served.

### **8. PUREED MENU ITEMS:** These items are pudding like.

- Entrée, potato, vegetable: Items are frozen and pre-plated. This is a special order item for the warehouse. Keep approximately 3 weeks supply on hand. The options include:
  - Roast Pork, Carrots, Potatoes
  - Lemon Chicken and Bean, Carrots, Potatoes
  - Roast Beef and Bean, Carrots, Potatoes
  - Roast Turkey and Bean, Squash, Potatoes
- Milk/Beverages: Individually portioned thickened beverages will be made available. Options will include honey thick, nectar thick or thin (regular/normal). Care plan will note required liquid consistency.
- Fruit: Applesauce (flavored with gelatin for variety), mashed ripe banana (IA will mash the banana), 4 oz peaches (baby food).
- Vegetable: Mashed potatoes, carrots, squash (part of pre-packed entrée).
- Breakfast Items: Yogurt, Cream of Wheat
- Bread Items: Cream of Wheat
- Dessert Items: Pudding, ice cream, popsicles. Offered when dessert is on the elementary menu.

<b>Menu Item</b>	<b>Description</b>	<b>Pack</b>	<b>Vendor</b>	<b>Vendor #</b>	<b>Manufacturer</b>
Puree Entrée variety Pack	Frozen pre-plated protein, potato, & vegetable. 4 flavors	48, 8.9 oz ea	Warehouse	7P-9010	Hormel, Trepuree

Milk, nectar thick	2% nectar thick milk	27, 8 oz ea	FSA	#261130	Novartis
Milk, honey thick	2% honey thick milk	27, 8 oz ea	FSA	#261093	Novartis
Apple Juice, Nectar thick	Nectar thick apple juice	27, 8 oz ea	FSA	#817961	Novartis
Apple Juice, Honey thick	Honey thick apple juice	27, 8 oz ea	FSA	#817945	Novartis
Cream of Wheat	Cream of wheat cereal individual packets	4/24 case 1 oz Packets	FSA	#254886	
Ripe banana, mashed	Mashed banana, by IA		Produce Co.		
Applesauce	Can be flavored with gelatin for variety	6 #10 cans	Warehouse	7A1616 or XA1616	FSA Signature
Peaches, baby food	Pureed peaches	24, 4.5 oz	FSA	#28193	
Yogurt	4 oz pre-pack	32, 4 oz	Warehouse	7Y2012, 7Y2011, 7Y2010	
Pudding	Chocolate pudding Chocolate Vanilla Pudding	Cups 6/ #10 cans Cups	Warehouse	XC3000 7C7780 XV1000	FSA Signature
Ice cream	Dixie cup		Inland NW Dairy		
Popsicle	Variety of flavors		Inland NW Dairy		

**9. COUNTING/BILLING FOR PUREED MEALS:** The full cost of the pureed meal exceeds the federal meal reimbursement, and to comply with the school board’s requirement that revenue generating programs break even the Nutrition Services department will track pureed meals served to students and bill the Special Education program to cover the cost of the meal.

- The kitchen manager will note the number of pureed lunches and breakfasts served daily on their weekly Stats form. If a student on a mechanical soft diet requires a pureed pre-portioned entrée with potatoes and vegetable, that meal will be added to the stats form as a pureed meal.
- The NS office will total the pureed meals served district wide on a monthly basis and send a transfer request to the Special Education program and Accounting.

**10. MECHANICAL SOFT MENU:** Items are moist, semi-solid and require some chewing ability. These are regular menu items and recipes that the kitchen team can provide WITHOUT any additional modification. Additional modification (chopping, cutting, etc) will be handled by the person who feeds the student. Please see the Mechanical Soft one week cycle menu for details. Thickened beverages may be a part of this diet as noted on the care plan. NOTE: If a student on a mechanical soft diet requires a pureed pre-portioned entrée with potatoes and vegetable, that meal will be billed for as a pureed meal.