

CS3.8 Mealtime Management

Purpose

1. To ensure that all P4 Movement Participants requiring mealtime management receive meals that are nutritious, and of a texture that is appropriate to their individual needs, and 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.

Alignment with Practice Standards

1. Module 3: Provision of Supports

Legislative Alignment

1. National Disability Insurance Scheme Act 2013

Key Responsible Executive

General Manager

For More Support

General Manager

Policy Statement

1. P4 Movement will identify each Participant requiring mealtime management within our services through a Participant risk profile.
2. Each P4 Movement Participant requiring mealtime management has their individual mealtime management needs assessed by appropriately qualified health practitioners, including by practitioners:
 - a. undertaking comprehensive assessments of their nutrition and swallowing; and
 - b. assessing their seating and positioning requirements for eating and drinking; and
 - c. providing mealtime management plans which outline their mealtime management needs, including for swallowing, eating and drinking; and
 - d. reviewing assessments and plans annually or in accordance with the professional advice of the Participant's practitioner, or more frequently if needs change or difficulty is observed.
3. With their consent, P4 Movement will ensure each Participant requiring mealtime management is involved in the assessment and development of their mealtime management plans.

4. P4 Movement employees responsible for providing mealtime management to Participants will understand the mealtime management needs of those Participants and the steps to take if safety incidents occur during meals, such as coughing or choking on food or fluids.
5. P4 Movement employees responsible for providing mealtime management to Participants are trained in preparing and providing safe meals with Participants that would reasonably be expected to be enjoyable and proactively managing emerging and chronic health risks related to mealtime difficulties, including how to seek help to manage such risks.
6. Mealtime management plans for Participants will be available and easily accessible for P4 Movement employees where mealtime management is provided to them.
7. Effective planning is in place to develop menus with each P4 Movement Participant requiring mealtime management to support them to:
 - a. be provided with nutritious meals that would reasonably be expected to be enjoyable, reflecting their preferences, their informed choice and any recommendations by an appropriately qualified health practitioner that are reflected in their mealtime management plan; and
 - b. if they have chronic health risks (such as swallowing difficulties, diabetes, anaphylaxis, food allergies, obesity or being underweight) – proactively manage those risks.
8. Procedures are in place for P4 Movement employees to prepare and provide texture-modified foods and fluids in accordance with mealtime management plans for Participants and to check that meals for Participants are of the correct texture, as identified in the plans.
9. Meals that may be provided to Participants requiring mealtime management are stored safely and in accordance with health standards, can be easily identified as meals to be provided to particular P4 Movement Participants and can be differentiated from meals not to be provided to particular P4 Movement Participants.

Delegations

Roles	Responsibilities
Board of Directors	• Endorse and ensure compliance with the Mealtime Management policy and procedures • Be familiar with legislative requirements of this policy
GM	• Manage and monitor compliance with this policy • Support staff competence and compliance with this policy and procedure and ensures staff receive appropriate training, supervision and debriefing to comply with this policy
Management	• Support staff competence and compliance with this policy and procedure and ensures staff receive appropriate training, supervision and debriefing to comply with this policy
Staff, volunteers, contractors and students	• Comply with the Mealtime Management Policy and Procedure

Procedures

1. Intake

- P4 Movement's intake procedures are outlined in full in the Access and Intake Policy.
- During the intake process, in relation to mealtime management, P4 Movement's focus is on both
 - gathering the required information to identify any risks associated with mealtime management and
 - identifying any existing plans in place, or access to an appropriately qualified health practitioner to develop a plan where required.
 - The Participants' preference and choice when it comes to mealtime supports.

2. Assessment

- P4 Movement's assessment process is outlined in the Assessment and Care Planning Policy
- The assessment for each Participant will depend on the services requested and needs of the Participant. Each assessment, in relation to mealtime management, shall at a minimum include a Participant Risk Profile. Where a risk is identified, the Participant will be supported to make a referral to an appropriately qualified health practitioner to develop a support plan where required.

3. Training

- Ongoing training and supervision will focus on how P4 Movement employees identify risks relating to mealtime management, as well as to support and understand the mealtime management needs of P4 Movement Participants.
- P4 Movement develops and implements an annual training plan that ensures the workforce has the appropriate skills and capabilities to carry out their role in a competent manner. This is supported by regular supervision and performance conversations.
- Each employee has an annual performance review, at which point their development needs are also assessed and used to inform their annual development plan.

- d. In instances where care workers are providing specific skilled care, such as for high intensity needs or Participants with a specific mealtime management plan, additional Participant specific training may be provided relevant to the Participant, by an appropriately qualified health practitioner.
- 4. Record Management
 - a. P4 Movement has an extensive Record Management Policy and this is outlined in the Participant Record Policy.

References to other P4 Movement policies and external sources

- 1. CS3.1 Participant Care
- 2. CS3.3 Participant Assessment and Support Planning
- 3. CS6.3 Enteral Feeding and Management

Summary of attachments

- 1. Nil

Version Control

- 1. 1 April 2026 - New Policy Creation