

2290 SPECIAL DIETS	
Chapter: Sununu Youth Services Center	Section: Healthcare
	New Hampshire Division for Children, Youth and Families Policy Manual
	Policy Directive: Approved:
	Effective Date: 01-01-09
Scheduled Review Date: 01-01-11	William W. Fenniman, DJJS Director
Related Statute(s): Related Admin Rule(s): Related Federal Regulation(s):	Related Form(s): Med Memo, and Special Diet Log Bridges' Screen(s) and Attachment(s):

To maintain optimal health and nutrition through a properly prescribed diet, the Kitchen of the SYSC shall offer special diet trays prepared in accordance with physician's orders and/or orders from the SYSC dietician. Residents on special diets shall be monitored by residential staff, and as necessary by nursing staff, but residents themselves will be expected to take responsibility for monitoring their food intake. Everyone concerned will be made aware of the ramifications of individual residents' special diets.

Purpose

The purpose of this policy is to establish the SYSC special diet procedure.

Procedure

I. **Written Order for Special Diets**

- A. Once the Medical Department establishes that a resident requires a special diet (because of allergies, or other medical condition), the physician, dietician, or nurse shall issue a written order for the special diet.

II. **Notification**

- A. The nursing staff shall make the following notifications:
1. Nursing staff or dietician shall contact and inform the Head Chef of the prescribed diet, and shall assist the Head Chef with menu planning.
 2. The SYSC Kitchen shall prepare and serve any special diet identified by the SYSC physician or dietician. If a prescribed diet exceeds the knowledge of the Head Chef, he/she shall consult with the dietician.
 3. A nurse shall write and issue a Med Memo (identifying the resident's name, building, and special diet), indicating the medical ramifications of the special diet on the resident's daily living activities. The Med Memo, along with the resident's photo, will be distributed to the following staff:
 - (a) Treatment Coordinator (on the resident's unit).
 - (b) Unit Manager (Unit of the resident).

- (c) Manager of Educational Services (educational staff).
 - (d) Physical education teachers.
 - (e) Head Chef (kitchen staff).
4. Food allergies will also be listed on the food/asthma/bee sting list, which is updated as needed and sent to the Supervisor, the School, the Kitchen, and the residential units.

III. **Monitoring**

A. Monitoring practices regarding special diets shall be as follows:

- 1. The Head Chef shall ensure that the prescribed diet is being properly provided. For each meal and snack, The Kitchen shall prepare a separate snack for each resident on a special diet (including allergies). The resident shall pick up this individually prepared tray from the serving area. The Kitchen shall maintain a Special Diet Log containing the following information:
 - (a) Resident's name.
 - (b) Resident's photo.
 - (c) Nature of diet.
 - (d) Date diet was ordered.
 - (e) Any modifications (with new date).
- 2. Residential staff, and nursing staff as necessary, shall monitor the eating habits of each resident on a special diet to ensure that the resident is receiving what was medically ordered. Questions or difficulties shall be communicated to the Head Chef, Nursing Coordinator, or the dietician.
- 3. Any unusual eating habits (e.g., overeating, rejection of all food) shall be reported to the nurse, who will determine if follow-up is necessary.

IV. **Physician Monthly Review**

- A. The physician shall review all special diets at least monthly, and shall forward all changes to the Head Chef. Allergy diets do not require monthly review.

V. **Resident Dining**

- A. Residents on special diets shall eat with the other residents or on their unit in the Dining Hall during scheduled meals.