



PEOPLE OF PEONY'S MEALTIME MANAGEMENT POLICY AND PROCEDURE

What is This About

What this is about: This document is about how People of Peony helps you with food and drinks so you can stay healthy and feel good.

Who this is for: This is for people who get support from People of Peony. It helps staff know how to safely support you with meals, especially if you need help eating or have swallowing difficulties.

Our Promise To You

- We want you to have healthy food and enough water.
- We want your meals to be tasty and safe.
- We care about your food choices and culture.

What is Mealtime Management

- Make sure your food is right for you.
- Help you eat and drink safely.
- Make sure meals match your health and preferences.



What We Do

- Talk to you about what food you like and how you like to eat.
- Find out if you need help eating or swallowing.
- Make a plan to help you with meals (called a Mealtime Management Plan).

Getting Help From Health Professionals

If you have trouble swallowing or eating, we help you see health workers like:

- A **dietitian** (to check what food you need)
- A **speech pathologist** (to check how you swallow)
- A **doctor** (to help with medical needs)
- An **occupational therapist** (to help with eating tools)

Your Mealtime Plan

- We write down how to support you at mealtimes.
- We update your plan if your needs change.
- Your support workers read your plan before helping you.

Safe and Enjoyable Meals

We make sure your food:

- Tastes good
- Is the right texture (soft, chopped, or normal)
- Matches your allergies, religion, and culture



Meal Choices

This can be:

- Meals made at home with support
- Choosing from a menu
- Getting meals delivered

Eating Together

If you live with others, we can support you to eat meals together in a friendly and fun way.

What Staff Need to Know

Staff are trained to:

- Make safe food
- Follow your mealtime plan
- Help if you cough or choke
- Keep notes about your eating and drinking

If Something Goes Wrong

- We follow your plan to keep you safe
- If you are choking or struggling, staff will help and report it
- Your plan will be reviewed after an incident



Food Labels and Storage

We make sure your food:

- Has your name on it
- Is stored safely
- Matches your mealtime plan

We Listen to You:

- Tell us what you like or don't like about meals
- Share recipes and ideas
- Help us make meals better for everyone

DOCUMENT CONTROL

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