

# SAMPLE STAFF INSTRUCTIONS

**TYPE OF INSTRUCTIONS:** Mealtime

**Name:** Susie Q **Address:** 123 Happy Lane, Memphis TN 38128  
**Date Written:** May 6, 2005 **Provider/Person Responsible for** Residential Provider  
**Carrying Out Staff Instructions:** \_\_\_\_\_

<b>ISP Action:</b>	
"Ms. Q will have zero incidents of choking during each meal in order to improve her safety during mealtime."	
<b>Rationale:</b>	
"Ms. Q tends to eat fast and take too large of bites. Ms. Q has choked on two occasions in the past six months requiring staff intervention to clear her airway. Staff need to prepare her food as instructed below and assist her in slowing down when eating and drinking to avoid further choking episodes."	
<b>Diet Texture:</b>	
<ul style="list-style-type: none"> <li>✓ Ground (<sup>1</sup>/<sub>8</sub>" to <sup>1</sup>/<sub>4</sub>" sized pieces) meats, vegetables, and fruit</li> <li>✓ Diced soft moistened (<sup>1</sup>/<sub>4</sub>" to <sup>1</sup>/<sub>2</sub>" sized pieces) breads and desserts</li> <li>✓ Regular potato chips</li> <li>✓ Regular fluids</li> </ul>	<sup>1</sup> / <sub>8</sub> "   - <sup>1</sup> / <sub>4</sub> "   - <sup>1</sup> / <sub>2</sub> " <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div> </div>
<b>Allergies:</b>	
No known food allergies	
<b>Frequency of implementation:</b>	
<ul style="list-style-type: none"> <li>✓ At every meal</li> <li>✓ At every snack</li> <li>✓ At every medication pass</li> </ul>	
<b>Precautions:</b>	
<ul style="list-style-type: none"> <li>✓ Ms. Q has a diagnosis of reflux; she should limit her intake of citrus products, carbonated beverages, tomato products, caffeine, chocolate, peppermint and high fat foods.</li> <li>✓ There are doctor's orders that Ms. Q should remain upright for at least 45 minutes after all meals and snacks and she should have nothing to eat or drink for approximately 2 hours before going to bed.</li> </ul>	
<b>Equipment:</b>	
Ms. Q uses the following adaptive equipment during meals and snacks:  Youth spoon	(Insert photo of equipment)
<b>Position of Person and Direct Support Staff:</b>	
Ms. Q should eat all of her meals and snacks sitting in her wheelchair pushed up to the dining table.    The person assisting her should sit to her right facing her and within her eye range.	(Insert photo of person and staff position)

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<b>Eating:</b>	
<p>The person assisting Ms. Q should sit to her right side to slow her rate when necessary. The person should encourage her to sit upright and keep her chin down throughout the meal, as she has a tendency to tip her head back to use gravity to help her get the food back in her mouth.</p> <p>Staff should assure that all breads and bread-like products be moistened as Ms. Q has difficulty safely eating dry breads/crackers.</p> <p>Ms. Q's bite size should be slightly rounded on the youth spoon. If Ms. Q coughs, do not offer any more food until she is completely finished coughing and has swallowed.</p> <p>Ms. Q eats independently using her right hand. The person assisting her should use verbal prompts ("That's too big of a bite" and "slow down") to encourage her to take small bites and swallow and clear her mouth before scooping the next bite. If the verbal prompt does not work, the person assisting should gently place their hand on Ms. Q's right hand as a physical prompt for her to wait and provide a verbal prompt as well ("Swallow first").</p>	(Insert photo of eating techniques)
<b>Drinking:</b>	
<p>Ms. Q receives regular, or thin, liquids using a standard cup. She should be encouraged/ reminded to take a drink after every three or four bites of food. If she coughs when drinking, do not let her take more fluid until she has completely stopped coughing and has swallowed.</p> <p>When drinking from a cup, Ms. Q tends to tip her head back. When this occurs, encourage her to "Bring your chin down". She should be allowed to take one to two swallows of fluid and then encouraged to set the cup back on the table. She should clear her mouth of fluid before taking another drink.</p>	(Insert photo of technique or position)
<b>Data Collected:</b> Record whether or not Ms. Q had any incidences of choking on the data sheet.	
<b>Method that the action will be functionally integrated into naturally occurring activities throughout the day and all environments:</b>	
The Staff Instructions for Mealtime should be present and used during every meal, snack and medication pass. It should be used both at home and at the day program site. If she eats out in a restaurant, the person assisting her should read the instructions before entering the restaurant, but they don't need to be out on the table. All techniques, positioning and adaptive equipment must be used.	

*Speech Language Pathologist or Occupational Therapist*

**Signature/Credentials**

*May 6, 2005*

**Date Signed**