THE LEEDS TEACHING HOSPITALS NHS TRUST

CATERING SERVICES

MISSED MEAL MENU

SJUH & LGI
MISSED MEAL MENU - OPERATIONAL PROCEDURE

A meal replacement can be ordered for a patient who has been admitted to your ward but missed a meal as a result of a late admission or as consequence of clinical treatment. A menu requisition must be completed on the ward and the order placed. The missed meal consists of a snack box which will contain a serving of Juice, a sandwich (choice between meat, veg or fish), a piece of fruit and a dessert.

If a meal replacement is required, the Nurse or Ward Housekeeper should telephone the number below and arrange for collection by the Ward Housekeeper during working hours. Outside of these hours the missed meal is requested via the CARPs systems and delivery by Porters.

SJUH Site
8.45 am – 4.15 pm Catering Receipt & Transfer Point on Ext 64183 or
4.15 pm – 8.45 am contact porters via CARPS or in event of PTMS not working ring Ext 65001

LGI Site
8.45 am – 4.15 pm Catering Receipt & Transfer Point on Ext 23799 or
4.15 pm – 8.45 am contact porters via CARPS or in event of PTMS not working ring Ext 65001

Chapel Allerton Site
8.45 am – 4.15 pm Patient Environment Team Leader on Ext 24592 / bleep 80-1584 or
4.15 pm – 8.45 am contact porters via CARPS or in event of PTMS not working ring Ext 65001

Using CARPs to request a missed meal
• Log a task in the same way as if requesting a patient movement
• Enter the patient selection of menu option from the pre-determined text options
  o Missed meal adult A or B or C
  o Missed meal child A or B or C

The refrigerators that store the food to make up a meal replacement box are stocked daily by the Catering Department at all RTP locations.

Details on the menu requisition must be completed and handed either to the person collecting the meal or left in the fridge to allow replacement the following morning.

We will endeavour to deliver the Missed Meal out of hours as soon as possible following the request, but ask that you are patient regarding delivery as porters may be engaged on more urgent tasks and will have to prioritise work.

Ward provisions of cereals and Toasts may also be used
Welcome to The Leeds Teaching Hospitals NHS Trust Missed Meal Menu. You have been offered this menu as you have recently been admitted or have missed a meal as a consequence of receiving some clinical treatment. We will however, endeavour to ensure that the next meal you receive is a hot meal. Please choose your Missed Meal and return to your Ward Staff.

**PLEASE SELECT SNACK BOX  A, B or C**

<table>
<thead>
<tr>
<th>Tick</th>
<th>Missed Meal A</th>
<th>Missed Meal B</th>
<th>Missed Meal C</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Orange Juice</td>
<td>Orange Juice</td>
<td>Orange Juice</td>
</tr>
<tr>
<td></td>
<td>Meat Sandwich</td>
<td>Vegetarian Sandwich</td>
<td>Fish Sandwich</td>
</tr>
<tr>
<td></td>
<td>Madeira Cake</td>
<td>Madeira Cake</td>
<td>Madeira Cake</td>
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<tr>
<td></td>
<td>Fresh Fruit</td>
<td>Fresh Fruit</td>
<td>Fresh Fruit</td>
</tr>
</tbody>
</table>

NB. If you are on a renal diet please seek advice from a nurse before drinking the orange juice.

**TIME ISSUED:**

**ISSUED BY:**
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<td>Fromage Frais</td>
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