

## Special Diet Request Form System For use with - D1, Low Allergen, GvHD

Patient is identified by Dietitian as having a need for specific dietary requirements.

Dietitian completes nutritional assessment of the patient and identifies patient's requirements, documents this and informs ward Nursing staff.

Nursing staff / Dietitian / Dietetic Assistant completes the relevant Special Diet Request Form and e-mails to **leedsth-tr.patientcateringordersradu@nhs.net** daily **by 11.30am** for that evening meal and the next day's lunch.

Nursing staff / Dietitian / Dietetic Assistant advises WHK of patient's special requirements by documenting this on the Ward Dietary Sheet or the Ward Catering Communication board.

If dietary prescription is advised and requires starting for Lunch the same day or after 11.30am for Evening meal, the Ward Housekeeper should source suitable items from the back up stock stored locally in the **RTP - LGI Ext 23799, SJUH Ext 64183**

**Picking & Packing** - Items for evening meal and lunch the following day will be delivered at 3pm in the evening meal boxes. All items will be bagged and labelled for the individual patient and meal period.

WHK checks delivery of special dietary items and ensures that these are kept separate and that they are available for the specific Patient. WHK should store next day lunch items locally until required.

Nursing staff should supervise this process to ensure that the patient receives the required dietary items.

Nursing staff / Dietitian / Dietetic Assistant continue to complete a Special Diet Request Form for each day that the items are required for.  
**Note** - if a Special Diet Request Form is not submitted, it will be assumed that the special dietary items are no longer required.

**Nursing Staff  
responsibility**

**Dietitian / DA  
responsibility**

**RADU  
responsibility**

**WHK  
responsibility**