

## CHILDRENS MISSED MEAL BOXES

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. The missed meal box is to support the Patient until the next main meal service and is not a complete meal replacement. Ward provisions of cereals, porridge, cuppa soup and toast may also be used and are an acceptable option to use. **Consideration should be made with existing Patients who are nutritionally vulnerable, to try and avoid scheduling treatments that are likely to result in meal time being missed.** If this may be unavoidable, try and order food items which may be retained in a food safe manner after meal times have finished (i.e. salad meals, sandwiches & sides)

The missed meal box consists of a snack box which will contain a serving of Juice, a sandwich (choice between meat, veg or fish), a fruit pot and a Fromage Frais. 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.

### **How to order a 'missed meal box'**

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, the Ward Housekeeper will need to leave the meal request sheet when collecting the missed meal box. Outside of these hours the missed meal is requested via the CARPs systems and delivery by Porters who will also need to leave the request sheet.

### **SJUH Site**

8.45 am – 4.15 pm Catering Receipt & Transfer Point on Ext 64183

4.15 pm – 8.45 am contact porters via CARPS or in event of CARPs not working ring Ext 68594

### **LGI Site**

8.45 am – 4.15 pm Catering Receipt & Transfer Point on Ext 23799

4.15 pm – 8.45 am contact porters via CARPS or in event of CARPs not working ring Ext 68594

### **Chapel Allerton Site**

8.45 am – 4.15 pm Patient Environment Team Leader on Ext 24592 / bleep 80-1584

4.15 pm – 8.45 am contact porters via CARPS or in event of CARPs not working ring Ext 68594

### **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
  - Missed meal child A or B or C

We will endeavour to deliver the Missed Meal out of hours as soon as possible following the request, but ask that you are aware that delivery may not be immediate as porters may be engaged on more urgent Patient movement tasks and will have to prioritise work.

## MISSED MEAL MENU (Children)

**Ward:** ..... **Patient's Name:** .....

**Date:** ..... **Authorised by:** .....

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**

Tick	
	<p><b>Missed Meal A</b> Orange Juice Meat Sandwich Fromage Frais Fruit in natural juice pot</p>
	<p><b>Missed Meal B</b> Orange Juice Vegetarian Sandwich Fromage Frais Fruit in natural juice pot</p>
	<p><b>Missed Meal C</b> Orange Juice Fish Sandwich Fromage Frais Fruit in natural juice pot</p>

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

**TIME ISSUED:**

**ISSUED BY:**