



Healthy food guidance

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What type of document is this	Guidance
Document applicable to (Identify by location and staff groups):	All staff
If new document, reason for development:	This is a new document, developed in conjunction with Wirral PCT which is aimed to provide staff with guidance around the provision of healthy food and drink.
Synopsis outlining document aims:	<p>The document aims to:</p> <ul style="list-style-type: none"> - Provide information on healthy eating for staff and service users to support healthier lifestyles; - Provide guidance for the organisation on the types of foods we should strive to provide in our inpatient areas, and meetings, whilst delivering courses and in our cafes/ vending machines in order to help promote healthier lifestyles.
Implementation Date:	April 2010
How will the implementation of this document be monitored and reviewed	Implementation will be monitored / reviewed via estates / food procurement manager
Document to be read In conjunction with:	HR6 Trustwide Policy on Learning and Development requirements Public Health Strategy
Financial resource implications of this document and how these are going to be addressed:	There may be some financial implications in relation to food procurement which will need addressing via contracting at point of contract renegotiation stage
Is this document carried out wholly or in part by contractors, or organisations with which the Trust has a service level agreement, and if so state the relevant contractor	Food procurement for CWP hospital in patient areas and the Oasis café is via a number of local contractors

Document Change History (changes from previous issues of policy (if appropriate) :

Issue Number	Page	Changes made with rationale and impact on practice	Date

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1 Introduction

Cheshire and Wirral Partnership NHS Foundation Trust's (CWP) healthy food guidance document provides guidance on the provision of healthy food in a range of different settings i.e. food at work, respite care and inpatient settings.

A good diet is a key element in promoting good health and reducing the chance of illness such as coronary heart disease, type 2 diabetes and some forms of cancer. It is particularly important for older people and people of ill-health who, can often suffer from malnourishment, malnutrition and dehydration.

Along with benefiting physical health, eating well also plays a huge role in psychological health. Whilst good nutrition will neither prevent nor cure severe mental health problems it plays a role in optimizing day to day mental health, speeding up recovery and improving the life of people living with enduring mental health problems.

A major current health concern is the escalating rise in obesity. Increasing the consumption of fruit and vegetables can significantly reduce the risk of many chronic diseases. It is estimated that eating at least five varied portions of fruit and vegetables a day can reduce the risk of deaths from chronic diseases such as heart disease, stroke, and cancer by up to 20%. Research has shown that each increase of one portion of fruit or vegetables a day lower the risk of coronary heart disease by 4% and the risk of stroke by 6%. Evidence also suggests that both increasing fruit and vegetable intake and reducing salt can help lower blood pressure.

A third of cancers can be attributable to poor diet and nutrition. Increasing fruit and vegetable consumption is the second most effective prevention strategy for cancer, after reducing smoking. However, in many environments high fat, high salt and high sugar foods are the norm, with very little availability of fresh fruit, vegetables or salads. In addition there is also a general lack of nutritional information available to help consumers make informed choices.

For the purpose of this document the term 'vegetarian' refers to a Lacto-ovo-vegetarian diet. This is the most common type of vegetarian diet, which excludes all animal flesh, including red and white meats and fish, but includes dairy products and eggs. A diet excluding all animal products including eggs and dairy is referred to as vegan.

2 Healthy foods information

2.1 The eatwell plate

This guidance document is based on the food groups OUTLINED BY THE Food Standards Agency (FSA) Eatwell Plate, appendix 1 (reproduced by kind permission of the FSA).

The eatwell plate shows that a healthy daily diet should consist of the following proportions of food:

- Fruit and vegetables (at least five portions) – 33% of the daily diet.
- Starchy food – 33% of the daily diet.
- Milk, dairy (low fat) – 15% of the daily diet.
- Meat, fish or vegetarian protein equivalents (low fat) – 12% of the daily diet.
- Food or drinks high in sugar or fat – 7% of the daily diet. NB foods containing trans fats and saturated fat should be avoided.

The Eatwell Plate shows the balance of what constitutes a healthy diet. However, there are some members of the population such as those under 4yrs, individuals with intolerances or allergies or older people when the balance given in the Eatwell Plate may not be wholly suitable.

Food to be avoided or kept to a minimum:

1. Sugary carbonated drinks
2. Sugary squashes – provide the 'No Added Sugar' variety
3. Highly processed foods – these are likely to contain high levels of fat, sugar or salt

4. Salt added in cooking – people can season their food to taste.
5. Dishes with creamy and buttery sauces.
6. Highly sugared and/or creamy snacks and desserts – fresh fruit should be offered as a dessert option. Fruit should be added to other desserts where possible.
7. Butter – use lower fat or unsaturated varieties of spread on bread in place of butter.

Those individuals who are undernourished or who have a small appetite should be encouraged to eat foods listed under points 5, 6 and 7.

2.2 The eatwell plate food groups

Breads, other cereals and potatoes

Starchy foods should make up a third of the daily diet. This includes:

- All breads including wholemeal and granary bread, chapattis and bagels.
- Potatoes, plantain, yam, sweet potato, squash and cassava
- Breakfast cereals
- Rice, couscous, bulgar wheat, maize, cornmeal
- Noodles, pasta
- Beans and pulses can be eaten as part of this group
- Other grains e.g. oats, millet, barley etc

Fruit and vegetables

Fruit and vegetables should make up about one third of the daily diet. A portion of fresh or cooked fruit or vegetables should be about 80g. This includes:

- All types of fresh, frozen, tinned and dried fruit
- All types of fresh, frozen and tinned vegetables
- 100% Fruit and vegetable juices also count but only once a day
- Smoothies can count as more than one portion if they contain all the edible pulped fruit/vegetable. The number of portions depends on how many fruits or vegetables are used and how the smoothie was made
- Beans and pulses are also included but, again, only count as a maximum of one portion per day

Milk and dairy

Reduced fat dairy products are suitable for older people who are well nourished. Older people with small appetites who may need to gain weight, or who are of low weight, should be encouraged to have full fat milk and yoghurt. This includes:

- All types of milk, including dried milk, goat's and sheep's
- Cheeses – e.g. Cheddar, cottage cheese, cheese goat's cheese, stilton.
- Yoghurt (fruit or plain, whole milk or low-fat), or fromage
- Milk-based sauces, custard and milk puddings

Meat, fish and alternatives

This includes:

- Meat, poultry, offal, fish, eggs, nuts, beans, pulses and meat alternatives.
- Meat includes all cuts of beef, lamb and pork and meat and meat products such as ham, corned beef and sausages.
- Fish includes fresh, frozen and tinned fish, such as tuna, sardines, pilchards and mackerel, and fish products such as fish cakes and fish fingers. *
- Oily fish includes salmon, sardines and fresh tuna. Canned tuna is not considered an oily fish as the long chain omega-3 fatty acids are lost in the canning process for tuna. Other canned oily fish are not affected in the same way.
- Beans and pulses – e.g. baked beans, butter beans, kidney beans and lentils are in this group and provide a good source of protein for vegetarians.
- Other textured protein products suitable for vegetarians, such as tofu, and textured protein products such as soya and quorn®.

*Although fish products such as fish fingers and fish cakes contain fish it is often not as much as expected and therefore this should be considered when providing these foods.

Foods (and drinks) containing fats and sugars

Individuals who are undernourished or at risk of being undernourished should be encouraged to eat foods containing fats and sugars, although unsaturated fats are preferred. This includes:

- Foods containing fat include: butter, margarine, other spreading fats and low-fat spreads, cooking oils, oil-based salad dressings, mayonnaise, cream, chocolate, crisps, biscuits, pastries, cakes, puddings, ice cream, rich sauces, and gravies.
- Foods containing sugar include: soft drinks, sweets, jams and sugar, as well as foods such as cakes, puddings, biscuits, pastries and ice cream.

2.3 Purchasing healthy food

In providing a healthy diet, it is important not to regularly provide foods high in fat (especially saturated fat and transfat), salt and added sugars. When buying food it is important to check food labels. This can be done using a number of methods:

2.3.1 Look at labels (per 100g)

The table below can be used for foods eaten in smaller amounts. However, for foods eaten in larger amounts such as ready meals, the 'amount per serving' should be looked at.

High in Fat	Low in Fat
10g of added sugars	2g of added sugars
20g of fat	3g of fat
5g of saturated fats	1g of saturates
3g of fibre	0.5g of fibre
1.25g of salt	0.25g of salt
0.5g of sodium	0.1g of sodium

2.3.2 Food Standards Agency's front of pack nutritional signposting, or traffic light system - nutritional criteria – the colour code

This system also incorporates percentages of GDA (Guideline Daily Amount). This format shows that this particular food has almost half the sugar that an average adult should consume in one day.

The traffic light colour approach to nutritional signpost labelling requires criteria that define the green/amber (low/medium) and amber/red (medium/high boundaries for the key nutrients (fat, saturated fat, salt and sugars). The criteria are set out in tables 1 and 2 below.

Table 1 – Food (per 100g whether or not they are sold by volume)

	Green (Low)	Amber (Medium)	Red (High)	
Fat	≤ 3.0g/100g	> 3.0 to ≤ 20.0g/100g	> 20.0g/100g	> 21.0g / portion
Saturates	≤ 1.5g/100g	> 1.5 to ≤ 5.0g/100g	> 5.0g/100g	> 6.0g / portion
Total Sugars	≤ 5.0g/100g	> 5.0 to ≤ 15.0g/100g	> 15.0g/100g	> 18.0g / portion
Salt	≤ 0.30g/100g	> 0.30 to ≤ 1.50g/100g	> 1.5g/100g	> 2.40g / portion

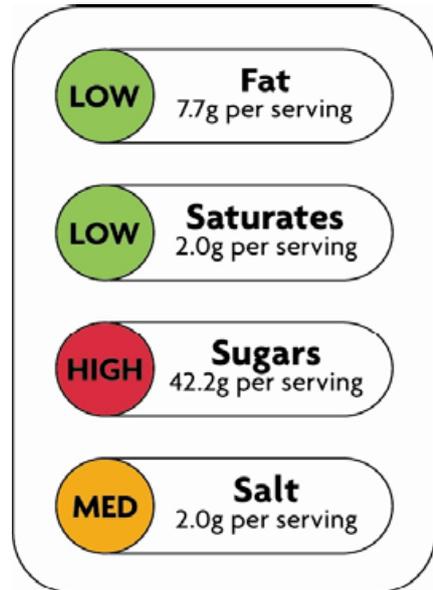
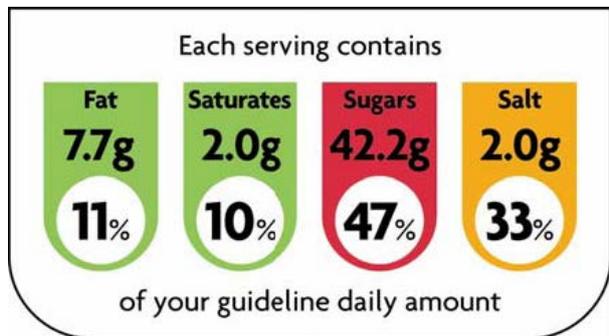
Table 2 – Drinks (per 100ml)

	Green (Low)	Amber (Medium)	Red (High)
Fat	≤ 1.5g/100ml	> 1.5 to ≤ 10.0g/100ml	> 10.0g / 100ml
Saturates	≤ 0.75g/100ml	> 0.75 to ≤ 2.5g/100ml	> 2.5g / 100ml
Total Sugars	≤ 2.5g/100ml	> 2.5 to ≤ 7.5g/100ml	> 7.5g / 100ml
Salt	≤ 0.30g/100ml	> 0.30 to ≤ 1.5g/100ml	> 1.50g / 100ml

Different retailers and manufacturers either use the usual food labels or a version of the traffic light system. If they traffic light system is used the green, amber and red should mean exactly the same wherever they are used.

- Green** = Low content (the more green lights the healthier the choice)
- Amber** = Medium amount, so this is ok most of the time/
- Red** = High in something we shouldn't eat too much of. These are fine to eat occasionally and in smaller amounts.

Two examples of Front of Pack Nutritional Signposting.



2.4 Choosing, cooking and serving foods

Suppliers should be asked about the levels of salt, fat and sugars in their products and lower salt, fat and sugar options will be chosen where appropriate.

Bread, other cereals and potatoes

- If service users don't like wholemeal bread then white bread with added nutrients and fibre should be provided.
- Lower salt bread should be provided where possible. The Food Standards Agency's recommendation for bread is a salt content no higher than 1.1g per 100g.
- Roast potatoes should be cooked in small amounts of vegetable oil

Fruit and vegetables

- Tinned fruit should be bought in its natural juice rather than in syrup.
- Tinned vegetables should be bought in water with no added salt or sugar.
- Dried and fresh fruit should be used an alternative to sweeten dishes where possible.

Milk and dairy

- Fromage frais should be used in place of cream where possible.
- Frozen yoghurts should be offered as an alternative to ice cream.

Meat, fish and alternatives

- Canned beans and pulses should be bought with no added salt or sugar.
- Lean meats should be chosen where possible.
- Where possible meat and fish should be boiled, baked, grilled or poached rather than fried or roasted to lower fat content.
- Lower salt varieties of gravy should be used when serving with food.
- Tinned fish should be bought in spring water rather than brine or oil. (However, please note that tinned fish in oil (*and brine?*) may be suitable for those who are under nourished)

Food and drink containing fats and sugars

- Mono- and poly-unsaturated fats should be used for cooking, spreading and in dressings.
- The amount of sugar used in cooking dishes should be kept to a minimum.

3 Guidance for inpatient settings, respite care units and day care units within CWP (adults and older people)

Within CWP inpatient areas, day care and respite Care settings emphasis should be put on enabling service users to follow a healthy diet to promote improvement in health and wellbeing. Good nutrition and hydration can guard against common illness such as colds, flue, infection and loss of skin integrity, as well as aide the management of long-term conditions.

3.1 Nutritional basis

This guidance is based on the Department of Health's *Improving Nutritional Care*, Foods Standards Agency's (FSA) 'Food Served to Older People in Residential Care', 'Nutrient and Food Based Guidelines for UK Institutions' and the 'Balance of Good Health' and 'Eatwell Plate' along with the North West Food and Health Taskforce's 'Commissioning Healthier Catering and Hospitality'.

In addition to general healthy eating recommendations such as 5 A Day, and eating a diet low in salt, sugar and fat, a DoH report entitled *The Nutrition of Elderly People* recommends that all older people should be: provided with a diet that is generous in energy (calories) unless individuals are significantly overweight or obese; offered a wide range of nutrient-dense foods that provide adequate vitamins, minerals and protein; given a diet rich in fibre combined with adequate fluid intake; and encouraged to increase their intake of vitamins C and D.

3.2 Good practice

CWP must:

- Ensure meals served in inpatient areas, respite care settings and day care settings comply with national guidance on portion size, and nutritional content
- Respect and promote people's freedom of choice in food, meals and mealtimes.
- Ensure meals served meet both the nutritional and psychological requirements of service users
- Use individual care planning to find out individual's likes and dislikes.
- Provide information and involve service users in discussions about healthy food and menu planning.
- Encourage people to be involved in food preparation whenever possible.
- Promote relaxed mealtimes with opportunities for social interaction.
- Make food look appealing, including liquidised foods, and serve appropriate portion sizes.
- purchase food that is healthy
- Ensure that staff receive basic training in healthy food and understand and promote the importance of good nutrition.
- Have systems in place to recognise the signs of poor nourishment and seek the support of healthcare professionals.
- Ensure drinking water will be freely available to all service users, visitors and staff at all times. Good hydration is vital for people living in care settings.
- Ensure that, when requested, the following options can be provided, whether this is provided internally or by an external caterer:
 - Vegetarian and vegan options*
 - Low-sugar and sugar-free alternatives (diabetics)
 - Food limited due to food allergies
 - Provision of food in line with ethnic, religious or cultural needs.
- Ensure fruit is available as a snack throughout the day.
- Ensure locally grown or produced ingredients and seasonal produce are used where possible.

3.3 What to provide in these settings (based on the eatwell plate food groups)

Bread, other cereals and potatoes

- A variety of starchy foods should be offered with main meals including potatoes, rice, pasta, noodles and other grains
- Breads should be available daily as starters or meal accompaniments
- Wholegrain cereals should be offered where possible

Fruit and vegetables

- 1 or 2 portions should be served as part of each meal
- Where a snack is offered there should be a fruit option
- At least 5 different fruit and vegetables should be offered each day

Milk and dairy

Reduced fat dairy products are suitable for older people who are well nourished. Older people with small appetites who may need to gain weight, or who are of low weight, should be encouraged to have full fat milk and yoghurt.

- Milk used in cooking, or in teas and coffees should be skimmed or semi-skimmed.
- Reduced fat dairy products should be provided as healthier options

Meat, fish and alternatives

- A meat or meat alternative should be offered at all main meals
- Fish should be offered at least twice a week, one of which should be oily
- Meat alternatives for vegetarians should be varied and use a variety of foods from this group

Foods (and drinks) containing fats and sugars

- Foods containing fat should be used sparingly.
- Where possible saturated fat should be replaced with unsaturated fat

4 Guidance for food provided in public areas within CWP

This section looks at guidance for food provided for purchase in CWP café's/canteens through vending machines and food provided at venues where public meetings and events are held. Public venues offer opportunities for organisations to provide healthy food for the public and to provide information on the impact of food on health and wellbeing. CWP has "a corporate social responsibility to provide healthy food and lead by example, in improving the diets of staff, visitors and service users" (DOH 2007 choosing a better diet: a food and health action plan)

This guidance is based on the food groups of the FSA's eatwell plate and the North West Food and Health Task Force's 'Commissioning Healthier Catering.'

4.1 Good practice

- If teas and coffees (including decaffeinated options) are provided milk should be skimmed or semi-skimmed. When providing individual 'milk' servings then skimmed, semi skimmed or low fat milk with added vegetable fat (2% fat) should be provided.
- CWP should encourage all the people who use services to eat a healthy diet to protect and maintain their health.
- CWP will make information about healthy food available to the public.
- People's freedom of choice in selecting and eating their own food will always be respected.
- Where meals are provided, it should be ensured that when requested, the following options can be provided, whether this is provided internally or by an external caterer:
 - Vegetarian and vegan options
 - Sugar-free (diabetics)
- Locally grown or produced ingredients and seasonal produce should be used where possible.

4.2 What to provide in these areas (based on the eatwell plate food groups)

Staff involved in food procurement for either CWP café areas, meetings or conferences / training events should liaise with the catering provider to ensure food and beverages provided fall within the guidelines below

Breads, other cereals and potatoes

- It is healthier if sandwiches or rolls are wholemeal or granary. Tortilla wraps, pitta bread or bagels can also be used for variety.
 - Lower salt bread should be provided where possible.

- Roast potatoes should be cooked in small amounts of vegetable oil

Fruit and vegetables

- Dried and fresh fruit should be used as an alternative to sweeten dishes where possible.
- Salad, tomatoes, greens or other vegetables should be added to sandwiches where possible, rather than just as a garnish on a platter.
- Salads and vegetables should be provided as main or substantial side dishes and not just as garnish. If using pasta or rice as salads then plenty of vegetables should be added to them to support the 5 A DAY message.
- Extra vegetables, pulses or fruit should be added to main dishes whenever possible to make healthier, e.g. in casseroles, curries etc.
- Fresh fruit should be offered as a dessert option, or fruit should be added to other desserts.

Milk and dairy

- Reduced fat dairy products should be provided as healthier options
- Milk used in cooking, or in teas and coffees should be skimmed or semi-skimmed
- If cheese or cottage cheese is used it should be low-fat and used sparingly.

Meat, fish and alternatives

- Lean meats (chicken, turkey), prawns, tuna (in spring water or brine – not in sunflower oil), and some vegetarian spreads should be used as healthier options for sandwiches.
- Eating oily fish 3-4 times per week is recommended for good health (EXCEPT for women of childbearing age when 1-2 portions per week are recommended). Using this as a sandwich filling helps people achieve this target. Sardines, mackerel and salmon all contain Omega 3 fatty acids. Tinned tuna is not such a good source of these oils, but is useful as a low fat filling.
- When meat is provided, it should be low-fat options (e.g. chicken, turkey, low fat cuts of red meat or fish).

Foods (and drinks) containing fats and sugars

- Mono- and poly-unsaturated fats should be used for cooking, spreading and in dressings.
- The amount of sugar used in cooking dishes should be kept to a minimum.
- Mayonnaise and dressings will be avoided where possible. When used they should be low-fat varieties and will be served separately.
- The method of cooking will always be considered – frying should be avoided in favour of grilling, poaching, steaming, baking or roasting.
- Deep fried items such as chips, samosas, bhajis, spring rolls, goujons etc will not be provided on a regular basis. Baked items are often healthier, but products with a lot of pastry or breaded coating will be kept to a minimum.
- Lower fat yoghurt or fromage frais should be used as a healthier alternative to cream.
- If spreads are provided for bread, lower fat or unsaturated varieties should be provided in place of butter.

4.3 Vending

In settings where there is poor access to food and drinks, and vending machines are required, healthier vending machines should be sought (e.g. such as those selling water, skimmed milk and healthy snacks such as fruit). The Eatwell Plate recommendations should be used as a guide.

4.4 Events

When food is provided for the public at meetings, training, conferences and other events the organisation will provide food and drink which is healthy, and which gives an opportunity to promote healthy eating. Food and drink provided for the above occasions should be in line with the Eatwell Plate recommendations whether it is provided in-house or externally. Specific guidance for events includes:

- The organisation/caterer should not provide sugary carbonated drinks and squashes for meetings and events.

- The organisation/caterer should not provide bowls of sweets or mints for meetings and events.
- The organisation/caterer should not provide high fat/salty/sugary snacks e.g. biscuits, crisps, cakes for meetings and events. Plain breadsticks, fruit, vegetable sticks and toast are examples of healthier options.
- For larger events the organiser should ensure contracted caterers are aware of the need for food supplied to be in line with healthy eating principles, following the food groups guidance laid out in this document
- For larger events, the organisation/caterer should consider, along with healthy options, the need for specialised diets such as vegetarian and vegan options, the need for sugar-free options for diabetics, and the provision of ethnic, religious and cultural needs. Any foods for those with specialised diets, such as those mentioned above, should be well labelled and provided on separate plates.

5 Duties and responsibilities

Chief Executive

As accountable officer, the Chief Executive must ensure that responsibility for public health is delegated to an appropriate executive lead, as outlined in the executive portfolios.

Medical Director / Service Innovation and Development Lead

As nominated executive lead, the Medical Director must ensure that robust systems and processes are in place regarding public health.

Staff

Have the responsibility to ensure they follow the guidance laid down in this document.

Food Handlers

Staff who have been identified as food handlers must undergo the necessary screening via occupational health department.

They must also attend the relevant level of food handling training as identified in the Training Needs Analysis appendix of this document.

Clinical Standards Sub-Committee

Provide an overview and scrutiny function in relation to the public health strategy within CWP; as such they have the responsibility of ensuring the choosing health group role out the guidance across the organization

Choosing Health Group

The Choosing Health Group oversees the implementation of the public health agenda by:

- Partnership working with primary care trusts, acute trusts and other stakeholders in order to make an impact on reducing health inequalities for service users;
- Striving to be an employer that promotes positive physical health and mental well-being for service users and employees;
- Educating people within the organisation to understand their contribution to the public health agenda and ensure the promotion of positive physical health and mental well-being is embedded in the organisation's philosophy and service deliver.

6 References

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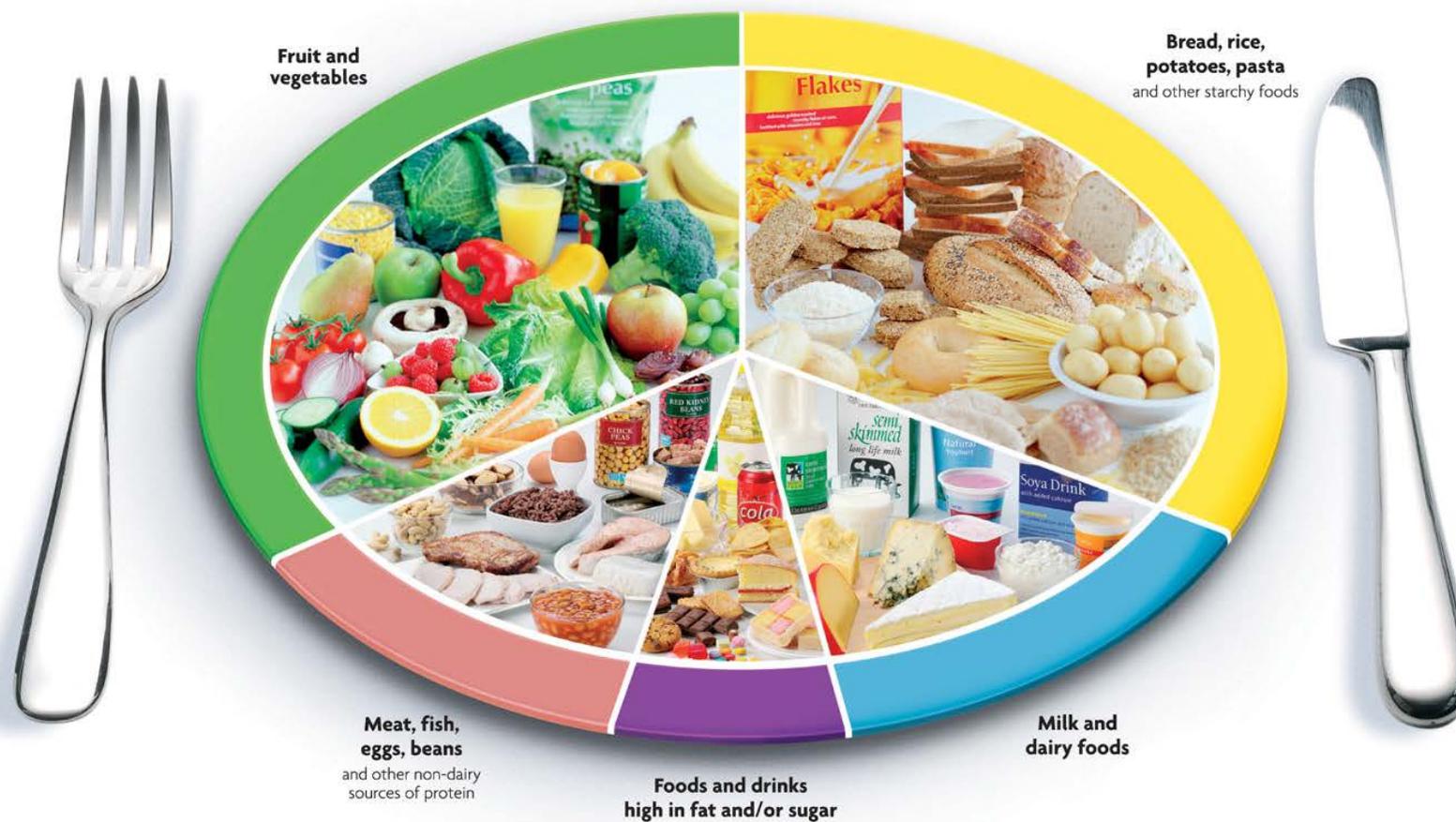
Commission for Social Care Inspection - Highlight of the Day (2007)

Appendix 1 - The eatwell plate

The eatwell plate



Use the eatwell plate to help you get the balance right. It shows how much of what you eat should come from each food group.



Appendix 2 - Example menu for care homes taken from food standards agency

(v) Vegetarian options	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Early Morning	Tea or Coffee Water	Tea or Coffee Water	Tea or Coffee Water	Tea or Coffee Water	Tea or Coffee Water	Tea or Coffee Water	Tea or Coffee Water
Breakfast	Prunes Cereals / Porridge Boiled Egg Toast with butter / spread Preserves Tea or Coffee Water	Grapefruit Segments Cereals / Porridge Toast with butter / spread Preserves Tea or Coffee Water	Fresh Bananas Cereals / Porridge Sausage and tomato Toast with butter / spread Preserves Tea or Coffee Water	Orange Juice Cereals / Porridge Toast with butter / spread Preserves Tea or Coffee Water	Fresh Melon Cereals / Porridge Scrambles Eggs Toast with butter / spread Preserves Tea or Coffee Water	Fresh Bananas Cereals / Porridge Toast with butter / spread Preserves Tea or Coffee Water	Orange Juice Cereals / Porridge Bacon and Mushrooms Toast with butter / spread Preserves Tea or Coffee Water
Mid Morning Snacks	Tea or Coffee & Water Biscuit**	Tea or Coffee & Water Biscuit	Tea or Coffee & Water Biscuit	Tea or Coffee & Water Biscuit	Tea or Coffee & Water Biscuit	Tea or Coffee & Water Biscuit	Tea or Coffee & Water Biscuit
Lunch	Lancashire Hot Pot Grilled Plaice & Parsley Sauce Vegetable Potatoes (v) Boiled Potatoes Cauliflower / Peas Banana Custard Fresh Apple Tea or Coffee Water	Spaghetti Bolognaise Tuna Pasta Bake Vegetarian Lasagne (v) Side salad Rhubarb Crumble & Custard Fresh Pear Tea or coffee Water	Poached Salmon Roast Chicken Vegetable Chilli & Rice (v) Roast / Mashed Potatoes Cabbage / Green beans Plum Sponge & Custard Fresh Orange Tea or Coffee Water	Cottage Pie Chicken Chasseur Veg Shepherds Pie (v) Boiled Potatoes Broccoli / Leeks Rice Pudding & Apricots Fresh Banana Tea or Coffee Water	Fried Cod Gammon & Pineapple Vegetarian Flan (v) Chips / Mashed Potatoes Peas / Sweetcorn Tinned Pears & Custard Fresh Grapes Tea or Coffee Water	Chicken Curry & Rice Beef Grill Steak & Rice Vegetable Curry & Rice (v) Mixed Vegetables Crème Caramel Fresh Banana Tea or Coffee Water	Roast Beef Fish Pie Cauliflower Cheese (v) Roast / Mashed Potatoes Carrots / Sprouts Apple Pie & Custard Fresh Melon Tea or Coffee Water

(v) Vegetarian options	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Afternoon Tea	Tea or Coffee & Water Scone & Jam Soft Cheese Sandwich Biscuit Fresh Orange	Tea or Coffee & Water Malt Loaf Biscuit Fresh Pear	Tea or Coffee & Water Ring Doughnut Soft Cheese Sandwich Biscuit Fresh Grapes	Tea or Coffee & Water Currant Bun Biscuit Fresh Plums	Tea or Coffee & Water Chocolate Éclair Soft Cheese Sandwich Biscuit Fresh Apple	Tea or Coffee & Water Custard Tart Biscuit Fresh Orange	Tea or Coffee & Water Sponge Cake & Cream Soft Cheese Sandwich Biscuit Fresh Pear
Evening Meal	Pea Soup & Bread Roll Macaroni Cheese Sandwiches - Ham/Salmon Side Salad Fresh fruit salad & Ice-Cream Tea or Coffee Water	Tomato Rice Soup & Bread Roll Jacket Potato & Baked Beans Sandwiches – Turkey / Egg Side Salad Stewed Apple Yoghurt Tea or Coffee Water	Carrot & Coriander Soup & Bread Roll Cheese and Tomato Pizza Sandwiches – Beef Salad / Tuna Side Salad Melon Chocolate Mousse Tea or Coffee Water	Cream of Mushroom Soup & Bread Roll Sardines & Tomato on Toast Sandwiches – Egg / Turkey Side Salad Canned Peaches / fruit Salad Ice-cream Tea or Coffee Water	Potato & leek Soup & Bread Roll Sausage Tomato & Bread Sandwiches – Cheese & Pickle / Salmon Side Salads Fresh Fruit Salad Yoghurt Tea or Coffee Water	Butter Bean & Tomato Soup & Bread Roll Jacket Potato, Cheese & Coleslaw Sandwiches – Beef Salad / Tuna Side Salad Fresh Fruit Salad Cheesecake Tea or Coffee Water	Vegetable Soup & Bread Roll Prawn Salad & Bread Sandwiches – Egg / Turkey Side Salad Trifle Fresh Grapes Tea or Coffee Water
Nigh time Snack	Hot Drink* Biscuit** Water	Hot Drink Jam Sandwich / Biscuit Water	Hot Drink Biscuit Water	Hot Drink Jam Sandwich / Biscuit Water	Hot Drink Biscuit Water	Hot Drink Jam Sandwich / Biscuit Water	Hot Drink Biscuit Water

Appendix 3 - Example Meals and Snacks taken from Food Standards Agency

(v) indicates veg option	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Breakfasts	Prunes Cereals / Porridge Boiled Egg Toast with butter / spread Preserves Tea or Coffee Water	Grapefruit Segments Cereals / Porridge Toast with butter / spread Preserves Tea or Coffee Water	Fresh Bananas Cereals / Porridge Sausage and tomato Toast with butter / spread Preserves Tea or Coffee Water	Orange Juice Cereals / Porridge Toast with butter / spread Preserves Tea or Coffee Water	Fresh Melon Cereals / Porridge Scrambles Eggs Toast with butter / spread Preserves Tea or Coffee Water	Fresh Bananas Cereals / Porridge Toast with butter / spread Preserves Tea or Coffee Water	Orange Juice Cereals / Porridge Bacon and Mushrooms Toast with butter / spread Preserves Tea or Coffee Water
Mid Morning Snacks	Tea or Coffee & Water Biscuit**	Tea or Coffee & Water Biscuit	Tea or Coffee & Water Biscuit	Tea or Coffee & Water Biscuit	Tea or Coffee & Water Biscuit	Tea or Coffee & Water Biscuit	Tea or Coffee & Water Biscuit
Lunches	Lancashire Hot Pot Grilled Plaice & Parsley Sauce Vegetable Potatoes (v) Boiled Potatoes Cauliflower / Peas Banana Custard Fresh Apple Tea or Coffee Water	Spaghetti Bolognaise Tuna Pasta Bake Vegetarian Lasagne (v) Side salad Rhubarb Crumble & Custard Fresh Pear Tea or Coffee Water	Poached Salmon Roast Chicken Veg Chilli & Rice (v) Roast / Mashed Potatoes Cabbage / Green beans Plum Sponge & Custard Fresh Orange Tea or Coffee Water	Cottage Pie Chicken Chasseur Veg Shepherds Pie (v) Boiled Potatoes Broccoli / Leeks Rice Pudding & Apricots Fresh Banana Tea or Coffee Water	Fried Cod Gammon & Pineapple Vegetarian Flan (v) Chips / Mashed Potatoes Peas / Sweetcorn Tinned Pears & Custard Fresh Grapes Tea or Coffee Water	Chicken Curry & Rice Beef Grill Steak & Rice Vegetable Curry & Rice (v) Mixed Vegetables Crème Caramel Fresh Banana Tea or Coffee Water	Roast Beef Fish Pie Cauliflower Cheese (v) Roast / Mashed Potatoes Carrots / Sprouts Apple Pie & Custard Fresh Melon Tea or Coffee Water

(v) indicates veg option	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Afternoon Tea	Tea or Coffee & Water Scone & Jam Soft Cheese Sandwich Biscuit Fresh Orange	Tea or Coffee & Water Malt Loaf Biscuit Fresh Pear	Tea or Coffee & Water Ring Doughnut Soft Cheese Sandwich Biscuit Fresh Grapes	Tea or Coffee & Water Currant Bun Biscuit Fresh Plums	Tea or Coffee & Water Chocolate Éclair Soft Cheese Sandwich Biscuit Fresh Apple	Tea or Coffee & Water Custard Tart Biscuit Fresh Orange	Tea or Coffee & Water Sponge Cake & Cream Soft Cheese Sandwich Biscuit Fresh Pear
Evening Meals	Pea Soup & Bread Roll Macaroni Cheese Sandwiches - Ham/Salmon Side Salad Fresh fruit salad & Ice-Cream Tea or Coffee Water	Tomato Rice Soup & Bread Roll Jacket Potato & Baked Beans Sandwiches – Turkey / Egg Side Salad Stewed Apple Yoghurt Tea or Coffee Water	Carrot & Coriander Soup & Bread Roll Cheese and Tomato Pizza Sandwiches – Beef Salad / Tuna Side Salad Melon Chocolate Mousse Tea or Coffee Water	Cream of Mushroom Soup & Bread Roll Sardines & Tomato on Toast Sandwiches – Egg / Turkey Side Salad Canned Peaches / fruit Salad Ice-cream Tea or Coffee & Water	Potato & leek Soup & Bread Roll Sausage Tomato & Bread Sandwiches – Cheese & Pickle / Salmon Side Salads Fresh Fruit Salad Yoghurt Tea or Coffee & Water	Butter Bean & Tomato Soup & Bread Roll Jacket Potato, Cheese & Coleslaw Sandwiches – Beef Salad / Tuna Side Salad Fresh Fruit Salad Cheesecake Tea or Coffee Water	Vegetable Soup & Bread Roll Prawn Salad & Bread Sandwiches – Egg / Turkey Side Salad Trifle Fresh Grapes Tea or Coffee Water

Appendix 4 - Training needs analysis

Training

For all Trust training please refer to policy HR6 Trust wide policy on learning and development requirements <http://www.cwp.nhs.uk/GuidancePolicies/Policies/Humanresources/Pages/default.aspx>

Appendix 5 - Equality and diversity/human rights impact assessment

	IS IT RELEVANT?		HOW RELEVANT IS IT?	
	Does the policy include anything that ... Eliminates discrimination and/or Promotes equal opportunities (Answer yes, no or N/A for each category listed)	Is there evidence to believe that groups could be treated different- if so, which groups within each category(e.g. under 16 year olds in age category)	How much evidence do you have 1. None or a little 2. Some 3. Substantial	Is there public concern that the policy is discriminatory ¹ (Answer yes, no or N/A for each category listed)
Race	NO	NO	N/A	N/A
Gender	NO	NO	N/A	N/A
Disability	NO	NO	N/A	N/A
Age	NO	NO	N/A	N/A
Sexual orientation	NO	NO	N/A	N/A
Religion or beliefs	NO	NO	N/A	N/A

Now evaluate your answers by using the criteria provided and underline which describes your policy

Relevance	Rationale	Monitoring ²
High relevance	If there is substantial evidence that indicates that groups could be treated differently because of the policy	You need to start monitoring the impact of this policy within a year of it being introduced
Medium relevance	If there is some evidence that indicates that groups could be treated differently because of the policy	You need to start monitoring the impact of this policy within 2 years of it being introduced:
<u>Low relevance</u>	If there is little/no evidence that indicates that groups could be treated differently because of the policy	Impact monitored at least every 3 years

¹ Could be gauged from surveys, audit data, complaints etc,

² Policy Reviews Group working with Equality & Diversity/Human Rights Group must monitor the impact of policies through the following channels: results from the national service user survey, the national mental health and ethnicity census, complaints data, PALS feedback, individual systems within clinical services through which ward and community staff liaise with service users and carers i.e. ward meetings, modern matron meetings

⁴ This assent will be reviewed by the Equality and Diversity/Human Rights group

Human Rights

When developing any policies, policy writers should ask themselves 'does the policy engage/restrict anyone's Human Rights?'

<p>What is the Convention of Human Rights?</p>	<p>There are 16 basic rights in the Human Rights Act, all taken from the European Convention on Human Rights. There are 3 types of rights detailed as follows:</p> <table border="1" data-bbox="491 427 1457 1133"> <tr> <td data-bbox="491 427 922 712"> <p>Absolute- cannot opt out of these rights under any circumstance- cannot be balanced against any public interest</p> </td> <td data-bbox="922 427 1457 712"> <ul style="list-style-type: none"> - Right to life - Prohibition of torture - Prohibition of slavery and forced labour - No punishment without law - Right to free elections - Right to marry - Abolition of the death penalty </td> </tr> <tr> <td data-bbox="491 712 922 815"> <p>Limited- these rights are subject to predetermined exceptions</p> </td> <td data-bbox="922 712 1457 815"> <ul style="list-style-type: none"> - Right to liberty and security - Right to a fair trial </td> </tr> <tr> <td data-bbox="491 815 922 1133"> <p>Qualified- these rights can be challenged in order to protect the rights of other people</p> </td> <td data-bbox="922 815 1457 1133"> <ul style="list-style-type: none"> - Respect for private and family life - Right to Freedom of thought, conscience and religion - Freedom of expression - Freedom of assembly and association - Prohibition of discrimination - Protection of property - Right to education </td> </tr> </table>	<p>Absolute- cannot opt out of these rights under any circumstance- cannot be balanced against any public interest</p>	<ul style="list-style-type: none"> - Right to life - Prohibition of torture - Prohibition of slavery and forced labour - No punishment without law - Right to free elections - Right to marry - Abolition of the death penalty 	<p>Limited- these rights are subject to predetermined exceptions</p>	<ul style="list-style-type: none"> - Right to liberty and security - Right to a fair trial 	<p>Qualified- these rights can be challenged in order to protect the rights of other people</p>	<ul style="list-style-type: none"> - Respect for private and family life - Right to Freedom of thought, conscience and religion - Freedom of expression - Freedom of assembly and association - Prohibition of discrimination - Protection of property - Right to education
<p>Absolute- cannot opt out of these rights under any circumstance- cannot be balanced against any public interest</p>	<ul style="list-style-type: none"> - Right to life - Prohibition of torture - Prohibition of slavery and forced labour - No punishment without law - Right to free elections - Right to marry - Abolition of the death penalty 						
<p>Limited- these rights are subject to predetermined exceptions</p>	<ul style="list-style-type: none"> - Right to liberty and security - Right to a fair trial 						
<p>Qualified- these rights can be challenged in order to protect the rights of other people</p>	<ul style="list-style-type: none"> - Respect for private and family life - Right to Freedom of thought, conscience and religion - Freedom of expression - Freedom of assembly and association - Prohibition of discrimination - Protection of property - Right to education 						
<p>Where can I get more information about this?</p>	<p>More details can be found at the Department of Constitutional Affairs (DCA) http://www.dca.gov.uk/peoples-rights/human-rights/publications.htm Publications DCA (Oct 2006) Human rights: human lives – a handbook for public authorities, crown copyright DCA (Oct 2006) Making sense of human rights – a short introduction, crown copyright DCA (Oct 2006) A Guide to the Human Rights Act 1998, crown copyright</p>						
<p>What should I do if I suspect my policy affects anyone's Human Rights?</p>	<p>You should forward for discussion at the Trustwide Equality and Diversity and Human Rights Group within the Trust- contact Director of Operations, executive lead for Equality & Diversity and Human Rights</p>						

Please tick one of the following

<p>The above has been considered and to the best of my knowledge my policy does not affect any of the human rights listed</p>	<input checked="" type="checkbox"/>
<p>The above has been considered and my policy does affect a human right article(s) but this has been discussed and 'qualified' at Trust Equality and Diversity and Human Rights Group</p>	<input type="checkbox"/>