



Prepared by: _____

Printed Name/ Signature
(Nurse-On-Duty)

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|  OSPITAL NG PARANAQUE  | Document Code: OSPAR-ADS-NDS-015 | |
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| ANCILLARY DIVISION HOSPITAL POLICIES AND PROCEDURES MANUAL APPROVAL MATRIX | Page No. 1 of 1 | |
| Policy Title: NUTRITION AND DIETETICS SERVICE POLICY ON DELIVERY OF FOOD TO IN-PATIENTS | Section / Department: NUTRITION AND DIETETICS SERVICE | |
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OBJECTIVES:

This policy shall guarantee food safety upon meal distribution in an organized manner.

COVERAGE:

This policy covers this section.

POLICY:

1. Male dietary personnel shall deliver meals considering the weight of the food conveyor.
2. Food server and/or detailed employees responsible for food distribution must be in complete uniform and shall wear hairnet and face mask.
3. No meals are served to watchers of patients on NPO (nil per Os) except watchers in Pediatric ward.
4. Hot food shall be hot, and cold food shall be cold upon reaching the patients.
5. Meals shall be distributed daily, at the following schedule:

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|-----------|----------------|
| Breakfast | 7:00-7:30 am |
| Lunch | 11:00- 11:30am |
| Dinner | 5:00- 5:30 pm |
6. Dietary personnel distributing patients' meals shall knock first before entering the room and greet respectfully.
7. Dietary personnel should not enter the Isolation room unless no watcher can receive patient meal.
8. Plates are collected an hour after the delivery of meals.

SCHEDULE FOR POLICY REVIEW: This policy shall be reviewed when deemed necessary.