



# Safe Management of Food Brought into Hospital Settings for Individual (Adult) Patient Consumption Policy

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Brief Summary of Document:	This policy aims to make explicit the necessary principles to enable staff working in all adult in-patient areas across the Health Board to inform and guide patients and their relatives/visitors with regard to bringing food into hospital for patient consumption
Scope	This policy applies across all adult in-patient areas of the Health Board.

To be read in conjunction with:	<a href="#">211 - Guidelines and Operational Systems To Ensure The Provision Of Access To Nutritionally Balanced Food Across 24 Hours For All Inpatients</a>
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Owning group	Nutrition & Hydration Task Group
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## HYWEL DDA UNIVERSITY HEALTH BOARD

Reviews and updates		
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1	New guideline	November 2013
2	Full review	17/1/2019

### Glossary of terms

Term	Definition

Keywords	Food; Food Hygiene; Nutritional Care; Visitors
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# HYWEL DDA UNIVERSITY HEALTH BOARD

## 1. INTRODUCTION

The Hywel Dda University Health Board (Health Board) aims to support all patients in hospital to meet their nutrition and hydration needs through the provision of a varied and nutritionally balanced menu of meals, snacks and beverages. This includes meeting the diverse needs of patients requiring special diets for a variety of medical, cultural, religious or other reasons.

There are systems in place to support patients' nutritional care; staff aim to actively support patients in making appropriate and, where required, therapeutic food and drink choices. The menu provided for hospital inpatients is regularly reviewed to ensure it meets patients' nutritional needs and additional bespoke meals can be provided on an individual patient basis.

However it is recognised that visitors often like bring an item of food or drink into hospital for the person they are visiting which is appreciated by the patient; this must be managed as safely as possible so it does not inadvertently compromise the patient's well-being. In addition there may be occasions when a patient is struggling with eating and drinking and visitors may feel familiar foods from home would encourage them to eat; in these circumstances it is very important that the nursing team provide guidance and support to ensure this is undertaken as safely as possible.

## 2. POLICY STATEMENT

The Health Board is committed to supporting patient well-being and to ensuring patient safety in relation to food and drink by informing and supporting patients and their visitors in relation to bringing food and drink into hospital for patient consumption.

## 3. SCOPE

This policy applies to nursing, therapies, hotel services and catering staff who work in adult in-patient areas of the Health Board.

## 4. AIMS

This policy aims to make explicit the necessary principles to enable staff working in all adult in-patient areas across the Health Board to provide patients and visitors with appropriate and safe guidance on safely 'Bringing Food into Hospital'.

## 5. OBJECTIVES

The policy aim is achieved by:

- Informing and support patients and their friends and family (visitors), who wish to supplement the foods available through the hospital catering services to do so safely and in collaboration with the ward team
- Inform and support staff involved with the care of patients who may request that food is brought into hospital
- Advise on factors that must be considered to ensure food brought into hospital is safe and appropriate for individual patient consumption.

## 6. GUIDANCE

### 6.1. Legal framework for foods brought into hospital

All aspects of hospital catering and food handling are subject to control under the laws governing food hygiene i.e. Food Hygiene (Wales) Regulations 2006 and associated legislation. If food is incorrectly handled or stored then there is a risk of food becoming contaminated; this may result in an adverse effect on patients.

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All healthcare workers who handle food or are responsible for the provision of food are legally defined as food handlers.

- Legal action can be taken against any employer or individual who fails to comply with food hygiene regulations.
- All food handlers are liable for any adverse incident that occurs in association with food preparation, storage, or consumption on healthcare premises operated by the Health Board.

The Health Board has a statutory responsibility to ensure that, as far as reasonably practicable, any food, regardless of the source, when provided to patients is fit for consumption.

Food brought into the hospital by patients and visitors, whether shop bought or home-prepared, cannot be guaranteed as having been subject to the same strict food hygiene controls as food provided by our own internal catering services. As such this presents a potential risk to the health of the patients who consume this food as well as a risk of prosecution of the Health Board should an incident occur in relation to the consumption of this food.

In addition, foods brought into hospital may inadvertently compromise a patient's medical condition or treatment plan; the food may not comply with a therapeutic diet that forms part of the patient's treatment, for example the food may contain allergens that are not safe for the patient to consume or may not be of an appropriate texture for a patient requiring texture modified food for safe swallowing.

Wards have limited food storage facilities available; this impacts on the ability to safely store any quantity of individual patients' foods that may be brought into hospital from outside. If visitors are bringing food items into hospital they should be encouraged by the ward team to bring single portions for same time / day consumption and this food should be clearly labelled with the patient's name and the date the food was brought into hospital. Some wards do not have the facilities to reheat food brought into hospital.

Visitors should be actively discouraged from bringing in meals for patient consumption which have been prepared and cooked away from the hospital premises and are intended to be consumed hot i.e. reheated to a temperature in excess of 63°C as this falls strictly outside the Food Hygiene Regulations and is therefore not normally allowed. There may be exceptional circumstances where food that is intended for hot consumption can be brought into hospital and reheated but this must be risk assessed on an individual case basis as outlined later in the guidance.

### 6.2. Communication with Patient/Family

Most patients will have some form of snack or drink brought into hospital by visitors; the nursing team should provide general guidance to patients and their visitors (as appropriate) regarding the types of low risk snacks and drinks that may be safely brought into hospital. This will normally include:

- that any foods should ideally be single and wrapped portions for immediate consumption,
- items that do not require refrigeration and
- to highlight the limitations that exist on food being brought in to maintain patient safety.
- The patient and their visitors should be provided with the Information Leaflet (Appendix)

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Visitors should be strongly advised not to bring in foods from the high risk list (below) or foods that require reheating because of the risk to patient safety, and that if they have any concerns about the patient's nutrition or dietary intake this should be highlighted to and discussed with the nursing team so that liaison with catering can be facilitated with the aim of exploring all possible ways that food can be provided by the hospital to meet the individual patient's dietary needs and preferences.

If any food brought into hospital is larger than a single portion, or foods are brought in for a later snack or mealtime, nursing staff should ensure;

- foods that do require refrigeration are promptly and appropriately refrigerated,
- And labelled with the patient's name, date and time the food was brought into the ward.

Nursing staff in liaison with hotel services staff must ensure that a robust system is in place to review refrigerator content daily and dispose of unused foods after 24hours. It should be noted that foods must be disposed of after 24hours even if this is sooner than the best before date on the food packaging as it is not possible to guarantee that food have been transported and stored at a suitable temperature to ensure optimal food safety.

If larger volumes of food are being bought in, reference to the existence of this policy should be discussed with the patient and their visitor (as appropriate) and documented in the patient's nursing documentation so that all parties are aware that food will be disposed of after this timeframe. It must also be emphasized to patients and their visitors that foods cannot normally be reheated once brought into hospital.

### **6.3. Exceptional Circumstances when food (that requires reheating) may be bought in to hospital**

In the exceptional circumstance where it is not possible, despite every effort being made by all staff, for the Health Board's catering services to meet the food preference or needs of an individual patient, and where there is a request made to bring food that is either considered high risk (from the list below) and / or requires reheating in to hospital for the patient from outside the Health Board's catering service, a risk assessment must be undertaken.

The risk assessment should be completed by the ward sister with support from catering and hotel services as appropriate and with guidance from the infection prevention and control team if needed. This is to ensure the risks of bringing food into hospital are carefully balanced with the nutritional needs of the individual patient and mitigated as far as possible.

This risk assessment must fully involve the patient and visitor to ensure all parties understand the potential risks and a clear agreement is made regarding what foods will be brought in and when, how the food will be transported and then stored and reheated at ward, or catering department level (where there are no facilities on the ward), and who will be responsible for each aspect to maintain optimal food safety. The patient and visitors must be advised that any food brought into hospital is entirely at their own risk.

### **6.4. Individual Patient Food Storage**

There are limited food storage facilities available at ward level. Small amounts of food products/snacks/fruit (with skins) which do not require refrigeration must be kept in the provided receptacles on/in the bedside lockers. Patients should be advised that in the event of an infection outbreak in a bay/ward, patients will be advised to discard all foods kept on or in their locker, as part of the infection prevention and control measures, as they may have become contaminated.

## 6.5. **Communications to Maintain Patient Safety**

Practical communication systems must be established in all ward areas to ensure that patients themselves, and anyone bringing foods into hospital for them, are aware of any limitations, and the rationale for these, or cautions that must be applied regarding the types of foods that have been agreed with the patient as safe for them to consume.

This particularly applies to patients assessed by Speech and Language Therapy as requiring specific texture modification in order to maintain their safety whilst eating and drinking or patients requiring other therapeutic diets. The ward nursing team must ensure that the patient and where appropriate visitors are advised not to bring in foods and drinks unless they are in line with the recommendations made by the speech and language therapist.

## 7. **RESPONSIBILITIES**

### 7.1. **The Chief Executive Officer**

The Chief Executive Officer has ultimate responsibility for ensuring patient safety, including the prevention of harm to patients as a result of food brought into hospital. This responsibility is delegated to the Nominated Director

### 7.2. **The Nominated Director and Executive Directors**

The Nominated Director has delegated responsibility for the prevention of harm as a result of food brought into hospital by visitors and the provision of information, guidance and support to patients and visitors to inform them with regard to bringing food into hospital and along executive directors must be familiar with this policy and support the implementation of the policy throughout the organisation

### 7.3. **Clinical Directors and Operational Senior Managers**

Clinical Directors and operational senior managers are responsible for the policy implementation and compliance within their respective locality and speciality.

### 7.4. **Professional Leads/Team Managers**

Professional leads / team managers / ward managers are responsible to ensure members of their teams are familiar with this policy and understand their responsibilities in relation to the implementation of this policy and procedure.

### 7.5. **The Ward Sister / Manager and the Ward Nursing Team are responsible for**

- Providing information (verbal and written) to patients and visitors (as appropriate) about the safe foods that can be brought into hospital.
- Ensuring there is a system on the ward for monitoring of foods that are being brought in for patients to optimise food safety on the ward.
- Leading discussions between the patient, visitors and relevant staff (which may include liaison between catering, hotel services, dietetic services and the infection prevention & control team) to find in-house resolution to meeting individual patient nutritional needs not met via the conventional menus and bespoke meal requests.
- Ensuring safe storage of foods is facilitated wherever possible once alerted to the requirement to provide safe storage.
- Ensuring clean (and, if possible, lidded) storage receptacles are available on the locker for fruit/biscuits etc if required.
- Undertaking a risk assessment, with support from other services as required, where there is a request for food to be brought into hospital that falls outside the low risk examples

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and where it is not possible to provide that food from the hospital catering service. Where there is agreement that food will be brought in, ensuring there are clearly defined roles and responsibilities and a defined process if food is being brought in and / or reheated at ward level.

- Undertaking and record food temperature monitoring of food reheated at ward level.

### 7.6. **Catering Services staff will**

- Work collaboratively with the patient, ward nursing team, hotel services, dietetic service, and the infection prevention & control team to find solutions to meet the nutritional needs of individual patients.
- Provide food handling and hygiene advice to inform risk assessments relating to individual patient requirements if food is being brought in from outside of the hospital.
- Reheat foods as agreed upon request and following risk assessment for a patient on a ward where there are no reheating facilities.
- Support the ward team to undertake food temperature monitoring

### 7.7. **Infection Prevention and Control Team will**

- Working collaboratively with the catering, nursing and hotel services staff to ensure strict infection prevention control measures are in place to ensure safe food is served to patients.

### 7.8. **Dietetic Service staff will**

- Work collaboratively with the patient, catering service, nursing team and the infection prevention team to find solutions to meet the nutritional and therapeutic dietary needs of individual patients.
- Provide expert advice to inform the catering team regarding patients requiring therapeutic or special diets.

### 7.9. **Speech and language Therapy Service staff will**

- Work collaboratively with the patient, nursing team, catering staff and dietetics to establish and maintain safe systems of communication regarding the plan of dietary care for patients with swallowing difficulties.

### 7.10. **Hotel Services staff will**

- Daily check and clean out of ward fridges.
- Undertake safe food service which may include managing the food service of an item brought into hospital, in line with an agreed risk assessment.
- Give a consistent message to patients and visitors who may ask about bringing food into hospital.
- Support the ward team with risk assessments and actions in relation to the management of food brought into hospital (for example monitoring the storage of food brought in that is kept in the ward refrigerator).

### 7.11. **Staff working in areas where food may be prepared as part of therapy or patient related activity, for example mental health or learning disability units**

The member(s) of staff planning and undertaking food related activities with patients is entirely responsible for the procurement, storage, preparation, cooking and serving of food as part of therapy or patient related activity. All such activities must be undertaken strictly in accordance with the Food Hygiene (Wales) Regulations 2006.

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Those undertaking the activity must hold the relevant food hygiene certificate (minimum Foundation Level). All such activities must be supported by appropriate risk assessments in relation to patient related food activities.

### 8. TRAINING AND AWARENESS RAISING

This policy will be communicated to nursing, catering, hotel services and dietetics staff using the nutrition and hydration operational structure across the Health Board.

It will also feature in Food Hygiene training sessions delivered to all Food Handlers (including Catering and Hotel Service staff).

### 9. MONITORING

The responsibility for ensuring there are systems in place for reviewing the effectiveness of this policy in contributing to the safe nutritional care of patients across the Health Board rests with the Health Board Nutritional & Hydration Task Group (NHTG). It will discharge this responsibility through standardised audit systems to be implemented by the County-based Nutrition & Hydration operational groups.

### 10. REFERENCES

The Food Hygiene (Wales) Regulations 2006.

### 11. APPENDIX 1: GUIDANCE FOR STAFF TO INFORM THE MANAGEMENT OF FOOD BROUGHT INTO HOSPITAL BY VISITORS

#### Guidance for staff

Food is an important part of patient care and recovery. It is essential that during any stay in hospital patients are able to eat well and enjoy the food and beverages they consume.

Whenever possible we should endeavour to meet the food preferences and nutritional needs of all patients using the hospital catering system. The catering team can advise on the range of meals and snacks available and are happy to visit patients on the ward to assist and advise where there are specific dietary needs.

Patients with particular dietary needs (for therapeutic, medical, religious, cultural, personal preference reasons) may require specific foods and every effort will be made to cater for them through liaison with catering and dietetics. Staff should be aware of patients with severe food allergy whose safety may be compromised inadvertently by food being bought into hospital for another patient in the same room or bay.

Alongside the standard menu there are various texture modified and special dietary needs menus e.g. gluten free, low potassium. The dietitian can offer advice for those with specific dietary requirements. When a dietitian is not available the Therapeutic Diet Manual can be accessed to provide advice in relation to catering for special diets; this can be accessed via the catering team or the Health Board Nutrition intranet site.

The leaflet ***Bringing food into hospital for friends and family*** should be provided to the patient and their family / visitor and discussed.

#### The following guidelines must be adhered to for all patients:

1. Small amounts of foods which ideally do not require refrigeration must be kept in the provided receptacles on/in the bedside lockers.
2. Food brought in should ideally be from the low risk food products listed in the patient leaflet.
3. Food should ideally be in a single portion size that the patient can eat without delay or without requiring storage.
4. All food brought in that does require refrigeration must be labelled, dated and timed (with when the food was brought in) and promptly stored in an appropriate refrigerator.
5. Due to limited refrigerator storage space only a small amount of goods (single portion size) can be kept in the ward kitchen.
6. Any refrigerated food must be disposed after twenty four hours.
7. Where food is allowed to be brought in it should not normally be re-heated in any way; in the exceptional circumstance where there is agreement that food requiring heating can be brought in from home a full risk assessment must be completed, clear processes agreed for minimising risk and responsibilities for managing the process defined and documented.
8. Foods listed in the high risk foods must be discouraged and the risks associated with such foods made explicit.

#### Process

If a patient or their visitor(s) feel the hospital menu does not meet their needs then advice and support should be obtained from the catering department (and dietetic department if the

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patient has a specific dietary need) as soon as possible to ensure all options have been explored to meet the patient's nutritional requirements.

If the outcome is that the patient's needs cannot be met and the food required is outside of the list of low risk snacks and beverages, permission to bring food in should be sought from the ward sister who will make decisions on the most appropriate action (including methods of storage) based on a risk assessment and in conjunction with advice from the catering department and in liaison with the hotel services staff. Further advice should be obtained from the Senior Nurse Manager and the Infection Prevention & Control Team as appropriate. It will be necessary to undertake, and document, a risk assessment with support from the team as identified above to ensure the needs of the individual patient are balanced against potential risks and actions that could be taken to mitigate the identified risks. If it is agreed, following a risk assessment, that food can be bought in for a patient roles and responsibilities and the processes to be followed will be clearly defined and documented.

### Contact numbers:

#### Carmarthenshire

Hotel Services Manager GGH: 01267 227969  
Hotel Services Manager PPH: 01554 783576

Catering Coordinator GGH 01267 227050  
Catering Coordinator PPH 01554 783732

Dietetic Services GGH 01267 227067  
Dietetic Services PPH: 01554 783061

Infection Prevention Team: GGH 01267 227422

#### Ceredigion

Catering Manager / Coordinator, 01970 635727

Hotel Services Manager, 01970 635777

Dietetic Services: 01970 635730

Infection Prevention Team: 01970 635556

#### Pembrokeshire

Catering services: 01437 773789

Hotel Services Manager: 01437 773438

Dietetic Services: 01437 773357

Infection Prevention Team: 01437 773132

## 12. APPENDIX 2: BRINGING FOOD INTO HOSPITAL FOR PATIENTS - INFORMATION FOR PATIENTS AND VISITORS

### **Introduction**

Hywel Dda University Health Board aims to do everything that is reasonably possible to ensure that all patients in our care remain safe at all times. The advice in this leaflet is provided to assist visitors, family and friends to know how to work with us to ensure that any food brought into hospital will be safe for their loved ones. If you have any questions, concerns or queries about any of the information contained in this leaflet or about how we cater for your loved one, please do not hesitate to ask a staff member before bringing any food into hospital.

Catering services aim to ensure that meals, beverages and snacks provided in hospital are as nutritious and appetising as possible. Eating well and enjoying your food is a very important part of patient care and recovery. In addition to meals and snacks, hot drinks are served at regular times throughout the day, and fresh drinking water is always available.

There may however be occasions when you feel the hospital menu does not meet your needs or the needs of your friend or relative, in this situation please discuss your concerns with the nurse in charge so we can resolve any problems. We aim to meet all patients' dietary needs and preferences, our catering services are flexible and adaptable and can provide bespoke meals to meet individual's needs.

Foods such as fruit, confectionary and drinks are traditionally taken in to hospital by visitors and are appreciated by the patients who receive them. It is important to ensure that all gifts of food and drinks are suitable and safe for the person while they are unwell in hospital.

***This leaflet aims to provide guidance on the foods which are suitable to bring into hospital.***

***Please do not visit or bring food into hospital if you or someone living with you, has diarrhoea or vomiting.***

### **Special Diets**

You (the patient) or the person you are visiting may have special dietary needs, food allergies or intolerances. Certain foods may not be suitable while they are unwell, so please check with nursing staff before bringing food or drinks in.

Some people have swallowing problems and this may mean they require food or drinks of a different texture / thickness e.g. a 'soft' or 'puree' diet. Checking with the nursing staff will ensure that food brought into hospital is appropriate and safe.

### **Food Storage**

Wards have very limited refrigerator storage. Please only bring in small amounts, ideally single portion size, of any perishable goods and give them directly to ward staff if the food is not going to be consumed at visiting time. Ideally food should be eaten without delay and not require ward refrigeration.

Any refrigerated food will be disposed of after 24 hours. Foods brought into hospital will have been transported into hospital and therefore we cannot guarantee the food has been kept at an appropriate temperature during this period, potentially reducing the food's safe storage period.

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For baked goods and biscuits to stay fresh they need to be individually pre-packed or kept in an airtight container. It is essential to label all containers / packets with the patients' name and the date you brought the food or drink in to hospital.

*Food will not normally be reheated at ward level.* This is because food cannot be subjected to the same strict controls such as temperature monitoring as the food provided by our hospital catering services.

## **Purchasing and Transporting Food**

It is important to make sure that all items brought for patients are of good quality and purchased from a reputable food retailer. Packaging should be clean and intact and the food should always be within the 'use by' date.

Food may deteriorate or be spoiled by heat during your journey to the hospital. Food items removed from a refrigerator should be eaten as soon as possible and should not be out of the refrigerator for more than four hours. Whenever possible, transport foods in a cool bag or insulated cool box to minimise the risk of it deteriorating.

## **Examples of 'low risk' foods**

**These foods are generally individually packed and do not require refrigeration.**

- Fresh fruit
- Individual portions of cakes such as pancakes, scones, fruitcakes and so on, providing food is for consumption that day
- Room temperature individual ready-to-eat desserts, for example pre-prepared custards and rice puddings
- Pre-wrapped biscuits, crackers, cakes, cereal bars
- Packaged chocolates or sweets (ideally individual packets or individually wrapped sweets)
- Single packets of crisps, popcorn, and other wrapped savoury snacks
- Bottled or canned soft drinks such as squash
- Individual juice boxes or individual UHT drinks such as long life milkshake
- Small packets of dried fruit, nuts or seeds – *these may be unsuitable for some patients as there may be a choking risk, please check with the nursing staff*

## **Examples of 'high risk' foods**

**High risk foods are foods that have previously been linked to outbreaks of food poisoning. Whenever possible these foods should not be bought into hospital:**

- Cooked meats and meat products (including poultry)
- Cooked meat products including gravy and stock. Sandwiches, pies, pasties, pâté.
- Fish and fish products
- Fresh or artificial cream products e.g. cream cakes, unpasteurised products
- Cheese, particularly soft, ripened or unpasteurised cheese, goats cheese, mature cheese
- Eggs e.g. egg sandwiches, quiche
- Any foods containing cooked rice
- Takeaway foods

**We recognise there may be exceptional circumstances when high risk foods may be allowed; this must be agreed with the nurse in charge before any food is brought into hospital.**

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## **Prior to bringing any food into hospital:**

- Ensure good hygiene during the handling and preparation of any food items by washing hands thoroughly
- Ensure that all surfaces, bowls, utensils, and any other equipment is clean
- Carefully follow all food storage instructions
- Store cooked food separately from raw food
- Cook food at the correct temperature for the correct length of time
- Ensure food items are transported safely at an appropriate temperature
- **DO NOT** use raw eggs in anything that won't be thoroughly cooked, such as icing or mousse

## **Useful Contact Numbers**

### **Carmarthenshire**

#### **Glangwili Hospital, Llandovery Hospital**

Catering 01267 227050

Hotel Services 01267 227969

Dietetic Services 01267 227067

#### **Prince Phillip Hospital, Amman Valley Hospital**

Catering 01554 783732

Hotel Services 01554 783576

Dietetic Services 01554 783061

#### **Ceredigion: Bronglais hospital, Tregaron Hospital**

Catering 01970 635727

Hotel Services 01970 635777

Dietetic Services 01970 635730

#### **Pembrokeshire: Withybush hospital, South Pembrokeshire Hospital**

Catering 01437 773789

Hotel Services 01437 773438

Dietetic Services 01437 773357

## 6 ATODIAD 2: CLUDO BWYD I'R YSBYTY AR GYFER CLEIFION – GWYBODAETH I GLEIFION AC YMWELWYR

### Cyflwyniad

Nod Bwrdd Iechyd Prifysgol Hywel Dda yw gwneud popeth sy'n rhesymol bosibl i sicrhau bod pob claf sy'n cael gofal gennym yn ddiogel ar bob adeg. Rhoddir y cyngor sydd yn y daflen hon i gynorthwyo ymwelwyr, aelodau'r teulu a ffrindiau, fel eu bod yn gwybod sut i weithio gyda ni er mwyn sicrhau bod unrhyw fwyd y deuir ag ef i'r ysbyty yn ddiogel ar gyfer hanwyliaid. Os oes gennych unrhyw gwestiynau neu bryderon am unrhyw wybodaeth sydd yn y daflen hon, neu am y ffordd yr ydym yn arlwyio ar gyfer eich anwyliaid, yna holwch aelod o'r staff cyn dod â bwyd i'r ysbyty.

Nod y gwasanaethau arlwyio yw sicrhau bod prydau bwyd, diodydd a byrbrydau a ddarperir yn yr ysbyty mor faethlon ac apelgar â phosibl. Mae bwyta'n dda a mwynhau eich bwyd yn rhan bwysig o ofal ac adferiad y claf. Yn ychwanegol at brydau a byrbrydau, darperir diodydd poeth yn rheolaidd trwy gydol y dydd, ac mae dŵr yfed ffres ar gael ar bob adeg.

Serch hynny, efallai y bydd yna adegau pan na fyddwch yn teimlo bod bwydlen yr ysbyty yn diwallu eich anghenion, neu anghenion eich ffrind neu berthynas. Mewn sefyllfa o'r fath, trafodwch eich pryderon â'r nyrs â gofal er mwyn i ni ddatrys unrhyw broblemau sy'n codi. Ein nod yw diwallu anghenion deietegol a hoffterau pob claf, ac mae ein gwasanaethau arlwyio yn hyblyg ac yn barod i addasu. Gallant baratoi prydau arbennig i ddiwallu anghenion unigolion.

Yn draddodiadol, mae ymwelwyr yn dod â bwydydd tebyg i ffrwythau, losin a diodydd i'r ysbyty, ac mae'r cleifion sy'n eu cael yn eu gwerthfawrogi. Mae'n bwysig sicrhau bod pob bwyd a diod a roddir i'r claf yn addas ac yn ddiogel i'r claf tra ei fod yn anhwylyd yn yr ysbyty.

***Nod y daflen hon yw rhoi canllawiau ar y bwydydd y mae'n addas i chi ddod â nhw i'r ysbyty.***

***Peidiwch ag ymweld, na dod â bwyd i'r ysbyty, os ydych chi, neu rywun sy'n byw gyda chi, yn dioddef o ddolur rhydd neu'n chwydu.***

### Deietau Arbennig

Efallai y bydd gennych chi (y claf) neu'r sawl yr ydych yn ymweld ag ef/hi anghenion deietegol arbennig, alergeddau bwyd neu anoddefiad. Efallai na fydd rhai bwydydd yn addas pan fydd y claf yn anhwylyd, felly cofiwch holi'r staff nyrsio cyn dod â bwyd neu ddioddydd i'r ysbyty.

Mae rhai pobl yn cael trafferth llyncu, ac efallai bod arnynt angen bwydydd neu ddioddydd mwy tenau neu drwchus, e.e. deiet 'meddal' neu 'biwrî'. Trwy holi'r staff nyrsio yn gyntaf, byddwch yn sicrhau bod bwyd y deuir ag ef i'r ysbyty yn addas ac yn ddiogel.

### Storio Bwyd

Mae'r lle sydd ar gael i storio bwyd mewn oergell ar y ward yn gyfyngedig iawn. Dewch â dognau bach o fwydydd byrhoedlog yn unig – digon ar gyfer un pryd yn ddelfrydol – a'u rhoi i staff y ward ar unwaith os nad yw'r bwyd yn mynd i gael ei fwyta yn ystod y cyfnod ymweld. Yn ddelfrydol, dylid bwyta'r bwyd ar unwaith, ac ni ddylai fod angen ei gadw mewn oergell ar y ward.

Gwaredir unrhyw fwyd sydd yn yr oergell ar ôl 24 awr. Bydd bwydydd y deuir â nhw i'r ysbyty wedi cael eu cludo yno, ac felly ni allwn warantu bod y bwyd wedi cael ei gadw ar dymheredd addas yn ystod y cyfnod hwn. Gallai hyn ostwng cyfnod storio diogel y bwyd.

# HYWEL DDA UNIVERSITY HEALTH BOARD

Er mwyn cadw nwyddau wedi'u pobi a bisgedi yn ffres, mae angen eu pacio'n unigol neu eu cadw mewn cynhwysydd aerglos. Mae'n hanfodol labelu pob cynhwysydd/pecyn gydag enw'r claf a'r dyddiad y daethoch â'r bwyd neu'r ddiod i'r ysbyty.

*Fel arfer, ni fydd bwyd yn cael ei ailgynhesu ar y ward.* Y rheswm dros hyn yw nad oes modd defnyddio'r un mesurau rheoli llym, fel monitro tymheredd, ag a ddefnyddir ar gyfer bwyd a ddarperir gan ein gwasanaethau arlwygo yn yr ysbyty.

## **Prynu a Chludo Bwyd**

Mae'n bwysig sicrhau bod yr holl eitemau y deuir â nhw ar gyfer y claf o ansawdd da ac wedi cael eu prynu gan werthwr bwyd ag enw da. Dylai'r pecyn fod yn lân ac yn gyflawn, a dylai'r bwyd fod o fewn y dyddiad 'defnyddiwrch erbyn'.

Efallai y bydd bwyd yn dirywio neu'n cael ei ddifetha gan wres yn ystod eich siwrnai i'r ysbyty. Dylai eitemau sy'n cael eu tynnu o'r oergell gael eu bwyta cyn gynted â phosibl, ac ni ddylent fod allan o'r oergell am fwy na phedair awr. Lle y bo'n bosibl, dylech gludo bwydydd mewn bag oer neu focs oer wedi'i inswleiddio, er mwyn lleihau'r perygl iddo ddirywio.

## **Enghreifftiau o fwydydd 'risg isel'**

**Yn gyffredinol, mae'r bwydydd hyn wedi cael eu pacio'n unigol ac nid oes angen eu cadw yn yr oergell.**

- Ffrwythau ffres
- Dognau unigol o gacennau megis crempog, sgonau, cacennau ffrwythau, ac ati, ar yr amod bod y bwyd i'w fwyta ar y diwrnod hwnnw
- Pwdinau parod unigol ar dymheredd ystafell, er enghraifft cwstard parod a phwdin reis parod
- Bisgedi, craceri, cacennau a barrau grawnfwyd wedi eu pacio ymlaen llawn
- Siocledi neu losin wedi eu pecynnu (yn ddelfrydol, pecynnau unigol neu losin wedi'u lapio'n unigol)
- Pecynnau unigol o greision, popcorn a byrbrydau sawrus eraill wedi eu lapio
- Poteli neu ganiau o ddioddydd meddal (di-alcohol) er enghraifft sgwash
- Bocsys unigol o sudd ffrwythau neu ddioddydd UHT fel ysgytlaeth hir-oes
- Pecynnau bach o ffrwythau sych, cnau neu hadau – *efallai na fydd y rhain yn addas i rai cleifion oherwydd gallai fod perygl o dagu, felly holwch y staff nyrso*

## **Enghreifftiau o fwydydd 'risg uchel'**

**Mae bwydydd risg uchel yn fwydydd a fu'n gysylltiedig ag achosion o wenwyn bwyd yn y gorffennol. Lle bynnaq y bo'n bosibl, ni ddylid dod â'r bwydydd hyn i'r ysbyty:**

- Cigoedd wedi'u coginio a chynnyrch cig (gan gynnwys dofednod)
- Cynnyrch cig wedi'i goginio gan gynnwys grefi a stoc. Brechdanau, pasteiod, pastai, paté.
- Pysgod a chynnyrch pysgod
- Cynnyrch hufen ffres neu artiffisial, e.e. cacennau hufen, cynnyrch heb eu pasteuriddio
- Caws, yn enwedig caws meddal, caws sydd wedi'i aeddfedu a chaws heb ei basteureiddio, caws gafr, caws aeddfed
- Wyau, e.e. brechdanau wy, *quiche*
- Unrhyw fwydydd sy'n cynnwys reis wedi'i goginio
- Cludfwyd

## HYWEL DDA UNIVERSITY HEALTH BOARD

Rydym yn cydnabod y gallai fod yna amgylchiadau eithriadol lle caniateir bwydydd risg uchel; rhaid cytuno ar hyn gyda'r nyrs â gofal cyn dod ag unrhyw fwyd i'r ysbyty.

### Cyn dod ag unrhyw fwyd i'r ysbyty:

- Sicrhewch hylendid bwyd da wrth drin a pharatoi unrhyw eitemau bwyd, trwy olchi eich dwylo'n drwyadl
- Sicrhewch fod pob arwyneb, powlen, llestr ac unrhyw offer arall yn lân
- Dilynwch yr holl gyfarwyddiadau ar gyfer storio bwyd yn ofalus
- Storiwch fwyd sydd wedi'i goginio ar wahân i fwyd amrwd
- Coginiwch fwyd ar y tymheredd cywir ac am yr amser cywir
- Sicrhewch fod eitemau bwyd yn cael eu cludo'n ddiogel ar dymheredd priodol
- **PEIDIWCH Â** defnyddio wyau amrwd mewn unrhyw beth sydd ddim yn mynd i gael ei goginio'n drwyadl, fel eisin neu *mousse*

### Rhifau Cyswllt Defnyddiol

#### Sir Gaerfyrddin

##### Ysbyty Glangwili, Ysbyty Llanymddyfri

Arlwyo 01267 227050

Y Gwasanaethau Gwesty 01267 227969

Y Gwasanaethau Deieteg 01267 227067

##### Ysbyty'r Tywysog Phillip, Ysbyty Dyffryn Aman

Arlwyo 01554 783732

Y Gwasanaethau Gwesty 01554 783576

Y Gwasanaethau Deieteg

##### Ceredigion: Ysbyty Bronglais, Ysbyty Tregaron

Arlwyo 01970 635727

Y Gwasanaethau Gwesty 01970 635777

Y Gwasanaethau Deieteg

##### Sir Benfro: Ysbyty Llwynhelyg, Ysbyty De Sir Benfro

Arlwyo 01437 773789

Gwasanaethau Gwesty 01437 773438

Y Gwasanaethau Deieteg 01437 773357