

Policy & Procedure Manual

NUTRITION AND MENU PLANNING – R-III-1

POLICY:

All individuals supported residentially by OPTIONS will have access to three well-balanced meals a day plus snacks and fluids that are nutritionally adequate and consider a person's needs and preferences. Specialized foods and diets recommended by a health care professional will be provided.

OPTIONS is committed to promoting and improving the general health of people that receive services. This commitment includes education in good, healthy practices related to nutrition, meal planning and preparation.

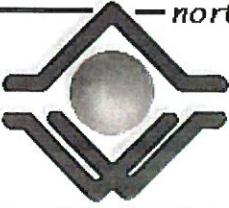
Individuals will be supported to participate in the development of menu plans consistent with their needs and preferences, to purchase groceries and to prepare their own meals, if they choose, as independently as possible or with as much support as they require.

PURPOSE:

1. To ensure all individuals are receiving appropriate and adequate nutrition and fluids according to their preferences and needs.
2. To ensure all individuals are educated and encouraged to make appropriate nutritional choices

PROCEDURE:

1. Individuals will be encouraged and supported to participate in meal planning and preparation. They will be educated about the standards set in the Canada's food guide (see Appendix A) and about safe food handling practices related to storage and preparation of meals and snacks (see Safe Food Handling Guidelines found at each location).
2. In consultation with the individual being supported, assigned staff will plan all meals and snacks in advance by completing weekly menu plans (see Appendix B – Weekly Menu Plan) using the Canada's Food Guide as a reference. This plan will be modified as needed based on individual requirements i.e. renal diet.
3. Food and nutrition will recognize the culture and diversity of each person. Religious, ethnic and cultural dietary customs of the person must be respected.



4. Consult the individual's support plan to determine their likes, dislikes, allergies, special diets, food and fluid consistency and other individual considerations.
5. Always be cognizant of medication intake/timing and any related food/fluid contraindications i.e. grapefruit juice not allowed with blood pressure pills.
6. Fluid intake will be encouraged according to daily recommended amounts (1500 – 2000 ml per day or 6 to 8 cups) unless fluid restrictions are in place due to a medical condition i.e. renal diet.

Note: coffee, tea and caffeinated beverages are not considered in the daily total. These beverages act as a diuretic which can contribute to dehydration.

7. Employees will monitor food and fluid consumption to ensure sufficient quantities of both are being offered and consumed. Staff will document changes to each individual's usual eating habits at each meal and strategies used to encourage healthy food choices.
8. A dietician can be used as a resource to assist with educating, promoting and encouraging healthy food choices.

RECOMMENDED BY: Director, Personal Support Services

APPENDICES: 2

OPERATIONAL ACCOUNTABILITY: Administration, Personal Support Services
Administration, Personal Support Services

ORIGINAL POLICY DATE: July 2002

AUTHORIZED BY: Director, Personal Support Services

SIGNATURE: _____



Health
Canada

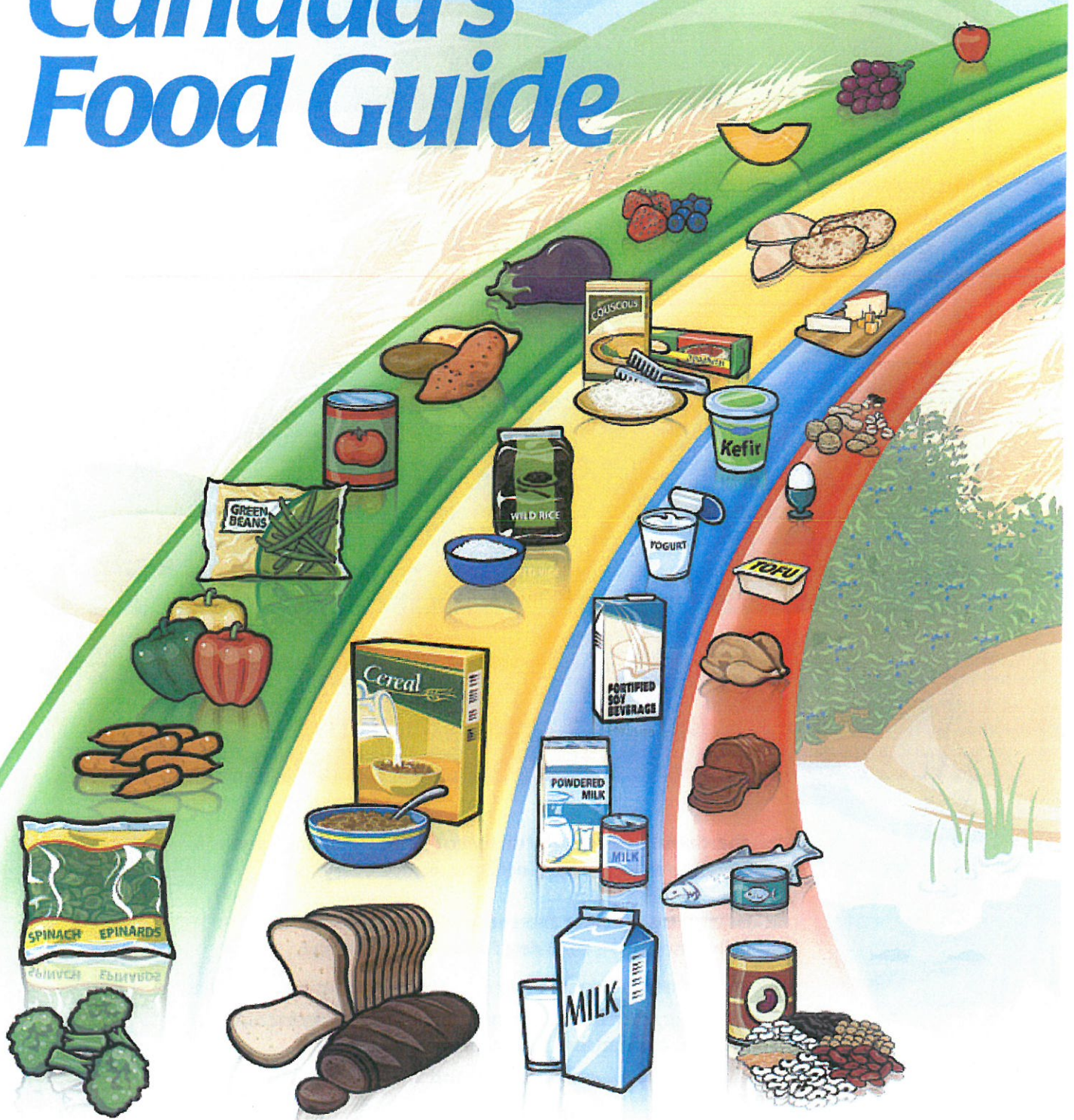
Santé
Canada

Your health and
safety... our priority.

Votre santé et votre
sécurité... notre priorité.

POLICY: R-III-1
APPENDIX A

Eating Well with Canada's Food Guide



Canada

Recommended Number of Food Guide Servings per Day

Age in Years	Children			Teens		Adults			
	2-3	4-8	9-13	14-18		19-50		51+	
Sex	Girls and Boys			Females	Males	Females	Males	Females	Males
Vegetables and Fruit	4	5	6	7	8	7-8	8-10	7	7
Grain Products	3	4	6	6	7	6-7	8	6	7
Milk and Alternatives	2	2	3-4	3-4	3-4	2	2	3	3
Meat and Alternatives	1	1	1-2	2	3	2	3	2	3

The chart above shows how many Food Guide Servings you need from each of the four food groups every day.

Having the amount and type of food recommended and following the tips in *Canada's Food Guide* will help:

- Meet your needs for vitamins, minerals and other nutrients.
- Reduce your risk of obesity, type 2 diabetes, heart disease, certain types of cancer and osteoporosis.
- Contribute to your overall health and vitality.

What is One Food Guide Serving? Look at the examples below.



Fresh, frozen or canned vegetables
125 mL (½ cup)



Leafy vegetables
Cooked: 125 mL (½ cup)
Raw: 250 mL (1 cup)



**Fresh, frozen or
canned fruits**
1 fruit or 125 mL (½ cup)



100% Juice
125 mL (½ cup)



Bread
1 slice (35g)



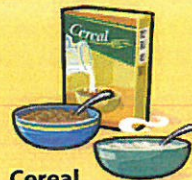
Bagel
½ bagel (45 g)



Flat breads
½ pita or ½ tortilla (35 g)



**Cooked rice,
bulgur or quinoa**
125 mL (½ cup)



Cereal
Cold: 30 g
Hot: 175 mL (¾ cup)



**Cooked pasta
or couscous**
125 mL (½ cup)



**Milk or powdered
milk (reconstituted)**
250 mL (1 cup)



**Canned milk
(evaporated)**
125 mL (½ cup)



**Fortified soy
beverage**
250 mL (1 cup)



Yogurt
175 g
(¾ cup)



Kefir
175 g
(¾ cup)



Cheese
50 g (1 ½ oz.)



**Cooked fish, shellfish,
poultry, lean meat**
75 g (2 ½ oz.)/125 mL (½ cup)



Cooked legumes
175 mL (¾ cup)



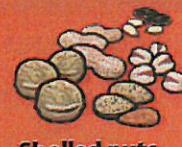
Tofu
150 g or
175 mL (¾ cup)



Eggs
2 eggs



Peanut or nut butters
30 mL (2 Tbsp)



**Shelled nuts
and seeds**
60 mL (¼ cup)

Oils and Fats

- Include a small amount – 30 to 45 mL (2 to 3 Tbsp) – of unsaturated fat each day. This includes oil used for cooking, salad dressings, margarine and mayonnaise.
- Use vegetable oils such as canola, olive and soybean.
- Choose soft margarines that are low in saturated and trans fats.
- Limit butter, hard margarine, lard and shortening.



Make each Food Guide Serving count... **wherever you are – at home, at school, at work or when eating out!**

▶ **Eat at least one dark green and one orange vegetable each day.**

- Go for dark green vegetables such as broccoli, romaine lettuce and spinach.
- Go for orange vegetables such as carrots, sweet potatoes and winter squash.

▶ **Choose vegetables and fruit prepared with little or no added fat, sugar or salt.**

- Enjoy vegetables steamed, baked or stir-fried instead of deep-fried.

▶ **Have vegetables and fruit more often than juice.**

▶ **Make at least half of your grain products whole grain each day.**

- Eat a variety of whole grains such as barley, brown rice, oats, quinoa and wild rice.
- Enjoy whole grain breads, oatmeal or whole wheat pasta.

▶ **Choose grain products that are lower in fat, sugar or salt.**

- Compare the Nutrition Facts table on labels to make wise choices.
- Enjoy the true taste of grain products. When adding sauces or spreads, use small amounts.

▶ **Drink skim, 1%, or 2% milk each day.**

- Have 500 mL (2 cups) of milk every day for adequate vitamin D.
- Drink fortified soy beverages if you do not drink milk.

▶ **Select lower fat milk alternatives.**

- Compare the Nutrition Facts table on yogurts or cheeses to make wise choices.

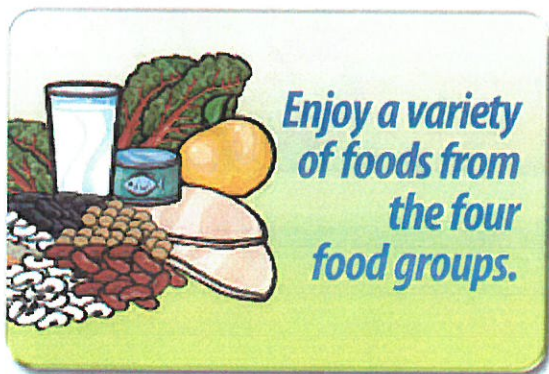
▶ **Have meat alternatives such as beans, lentils and tofu often.**

▶ **Eat at least two Food Guide Servings of fish each week.***

- Choose fish such as char, herring, mackerel, salmon, sardines and trout.

▶ **Select lean meat and alternatives prepared with little or no added fat or salt.**

- Trim the visible fat from meats. Remove the skin on poultry.
- Use cooking methods such as roasting, baking or poaching that require little or no added fat.
- If you eat luncheon meats, sausages or prepackaged meats, choose those lower in salt (sodium) and fat.



* Health Canada provides advice for limiting exposure to mercury from certain types of fish. Refer to www.healthcanada.gc.ca for the latest information.

Advice for different ages and stages...

Children

Following *Canada's Food Guide* helps children grow and thrive.

Young children have small appetites and need calories for growth and development.

- Serve small nutritious meals and snacks each day.
- Do not restrict nutritious foods because of their fat content. Offer a variety of foods from the four food groups.
- Most of all... be a good role model.

Women of childbearing age

All women who could become pregnant and those who are pregnant or breastfeeding need a multivitamin containing **follic acid** every day. Pregnant women need to ensure that their multivitamin also contains **iron**. A health care professional can help you find the multivitamin that's right for you.

Pregnant and breastfeeding women need more calories. Include an extra 2 to 3 Food Guide Servings each day.

Here are two examples:

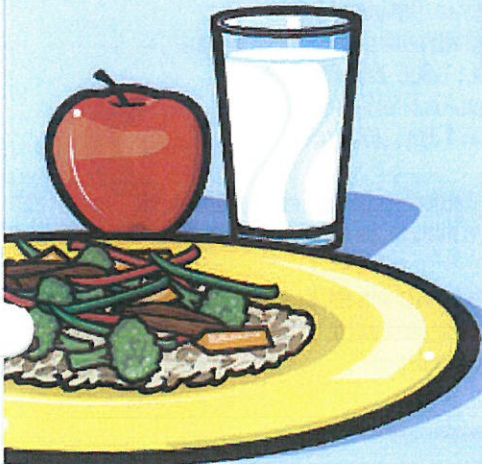
- Have fruit and yogurt for a snack, or
- Have an extra slice of toast at breakfast and an extra glass of milk at supper.

Men and women over 50

The need for **vitamin D** increases after the age of 50.

In addition to following *Canada's Food Guide*, everyone over the age of 50 should take a daily vitamin D supplement of 10 µg (400 IU).

How do I count Food Guide Servings in a meal?



Here is an example:

Vegetable and beef stir-fry with rice, a glass of milk and an apple for dessert

250 mL (1 cup) mixed broccoli, carrot and sweet red pepper	=	2 Vegetables and Fruit Food Guide Servings
75 g (2 ½ oz.) lean beef	=	1 Meat and Alternatives Food Guide Serving
250 mL (1 cup) brown rice	=	2 Grain Products Food Guide Servings
5 mL (1 tsp) canola oil	=	part of your Oils and Fats intake for the day
250 mL (1 cup) 1% milk	=	1 Milk and Alternatives Food Guide Serving
1 apple	=	1 Vegetables and Fruit Food Guide Serving

Eat well and be active today and every day!

The benefits of eating well and being active include:

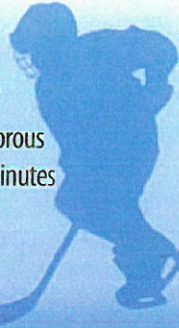
- Better overall health.
- Lower risk of disease.
- A healthy body weight.
- Feeling and looking better.
- More energy.
- Stronger muscles and bones.

Be active

To be active every day is a step towards better health and a healthy body weight.

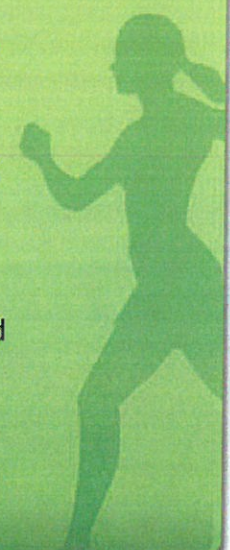
It is recommended that adults accumulate at least 2 ½ hours of moderate to vigorous physical activity each week and that children and youth accumulate at least 60 minutes per day. You don't have to do it all at once. Choose a variety of activities spread throughout the week.

Start slowly and build up.



Take a step today...

- ✓ Have breakfast every day. It may help control your hunger later in the day.
- ✓ Walk wherever you can – get off the bus early, use the stairs.
- ✓ Benefit from eating vegetables and fruit at all meals and as snacks.
- ✓ Spend less time being inactive such as watching TV or playing computer games.
- ✓ Request nutrition information about menu items when eating out to help you make healthier choices.
- ✓ Enjoy eating with family and friends!
- ✓ Take time to eat and savour every bite!



Eat well

Another important step towards better health and a healthy body weight is to follow *Canada's Food Guide* by:

- Eating the recommended amount and type of food each day.
- Limiting foods and beverages high in calories, fat, sugar or salt (sodium) such as cakes and pastries, chocolate and candies, cookies and granola bars, doughnuts and muffins, ice cream and frozen desserts, french fries, potato chips, nachos and other salty snacks, alcohol, fruit flavoured drinks, soft drinks, sports and energy drinks, and sweetened hot or cold drinks.

Read the label

- Compare the Nutrition Facts table on food labels to choose products that contain less fat, saturated fat, trans fat, sugar and sodium.
- Keep in mind that the calories and nutrients listed are for the amount of food found at the top of the Nutrition Facts table.

Nutrition Facts

→ Per 0 mL (0 g)

Amount	% Daily Value
Calories 0	
Fat 0 g	0 %
Saturated 0 g	0 %
+ Trans 0 g	
Cholesterol 0 mg	
Sodium 0 mg	0 %
Carbohydrate 0 g	0 %
Fibre 0 g	0 %
Sugars 0 g	
Protein 0 g	
Vitamin A 0 %	Vitamin C 0 %
Calcium 0 %	Iron 0 %

Limit trans fat

When a Nutrition Facts table is not available, ask for nutrition information to choose foods lower in trans and saturated fats.

For more information, interactive tools, or additional copies visit *Canada's Food Guide* on-line at: www.healthcanada.gc.ca/foodguide

or contact:

Publications
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Également disponible en français sous le titre :
Bien manger avec le Guide alimentaire canadien

This publication can be made available on request on diskette, large print, audio-cassette and braille.

GROUP HOME: _____

MONTH: _____

WEEK: _____

YEAR: _____

**- OPTIONS northwest -
WEEKLY MENU PLAN**

POLICY: R-III-1
APPENDIX B

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
BREAKFAST	M/M/A F/V G/B D O FL	M/M/A F/V G/B D O FL	M/M/A F/V G/B D O FL	M/M/A F/V G/B D O FL	M/M/A F/V G/B D O FL	M/M/A F/V G/B D O FL	M/M/A F/V G/B D O FL
LUNCH	M/M/A F/V G/B D O FL	M/M/A F/V G/B D O FL	M/M/A F/V G/B D O FL	M/M/A F/V G/B D O FL	M/M/A F/V G/B D O FL	M/M/A F/V G/B D O FL	M/M/A F/V G/B D O FL
DINNER	M/M/A F/V G/B D O FL	M/M/A F/V G/B D O FL	M/M/A F/V G/B D O FL	M/M/A F/V G/B D O FL	M/M/A F/V G/B D O FL	M/M/A F/V G/B D O FL	M/M/A F/V G/B D O FL

