



5h. Feeding a seated client - 1 worker

How to use this form:

This procedure must be reviewed for appropriateness in the immediate workplace by the supervisor/manager in consultation with the staff doing the task.

Staff contributing to the review of the procedure for the immediate workplace:

Date:



Identified risks for this task	Risk controls
<ol style="list-style-type: none"> 1. Over reaching, bending and twisting. 2. Staying in the one position for too long. 3. Client behavioural and medical status. 4. Worker not trained in manual handling principles and techniques which support the safe application of this procedure. 5. Worker not trained/instructed in this safe work procedure. 	<ol style="list-style-type: none"> 1. Apply the techniques of manual handling as per this procedure. Position self and task to avoid poor posture as per this procedure. 2. Change position regularly throughout the task. 3. Refer to client risk profile and mealtime management plans – if available. 4. Worker should receive training/instruction in the principles of manual handling to safely perform this task. 5. Worker must receive appropriate on site training/instruction in this procedure prior to performing this task.
<p>Ongoing review requirements</p> <ul style="list-style-type: none"> • Review the relevance and currency of this procedure to the client as part of the client review process. • If an injury/incident occurs relating to this particular task. • If changes are made to the workplace that may affect implementation of this procedure. 	<p>Reviewed by:</p> <p>Reason for review:</p> <p>Review date:</p> <p>Manager's Signature:</p> <p>Date:</p>

Please turn over for Task Steps...



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TASK STEPS

This procedure is a guide to the basic manual handling principles for feeding a seated client. Where clients have specific feeding requirements these procedures can be reviewed and incorporated into their mealtime management plan as appropriate.

Preparation

1. Position the client so there is clear access to the front and side for one worker.
2. Make sure the client is well positioned and supported so the Worker does not have to hold them in position.
3. Have all feeding equipment within easy reach of the Worker.
4. The Worker positions themselves at the clients eye level, usually seated.

Correct sitting posture

- Sit directly opposite the client where possible. This avoids twisting.
- Sit a comfortable distance from the client to avoid over reaching

Sitting at the side of the client

- If sitting at the side of the client, sit at a 45 degree angle to minimise twisting and over reaching with the Workers dominant side closest to the client.

Feeding client on the bed

- If feeding a client on the bed, adjust the bed to mid thigh height of the worker.
- The worker stands with their dominant side closest to the client. Stand as close to the client as possible at 45 degrees to the client with one knee on the bed. This avoids twisting and over reaching. If bending forward, maintain the three natural curves of the spine and bend from the hips.



Please turn over for Task Steps continued...

If Sitting on a Chair or Stool

- Sit down so that the weight is firmly on the two sitting bones.
- Sit back in the chair
- The feet are flat on the floor with the knees level with or slightly lower than the hips.
- There should be approximately 5cm between the back of the knees and the front of the chair/stool.
- The backrest should support the lower spine. If on a stool without a backrest, maintain the three natural curves of the spine.
- Keep the shoulders relaxed.
- Check the position of the head by looking at a point level with the eyes and ensure that the chin is not protruding in front of the chest.



If Perching on a table

- Perch on the edge of a stable surface so the sitting bones are taking the weight. The knees are softened.
- Maintain the three natural curves of the spine by keeping the spine upright.
- Ensure the feet are flat on the floor.
- Keep the shoulders relaxed.
- Bend from the hips when reaching forward.



Doing the task

1. Where possible the worker supports their arms whilst feeding the client e.g. on the table or clients lap tray.
2. Feed the client using the dominant hand, keep the shoulders relaxed. Change hands if feeding takes some time.
3. If the client takes a long time to feed, stand up at regular intervals to change position.
4. If bending forward, bend from the hips and maintain the three natural curves of the spine.