

SESLHD PROCEDURE COVER SHEET



Health
South Eastern Sydney
Local Health District

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AUTHOR	Quality Use of Medicines Committee – Pharmacy Directors Subcommittee
POSITION RESPONSIBLE FOR THE DOCUMENT	Quality Use of Medicines Lead Pharmacist SESLHD-DrugCommittee@health.nsw.gov.au
FUNCTIONAL GROUP(S)	Medicine
KEY TERMS	Oral Nutrition Support, medication chart, nutrition, supplement
SUMMARY	This procedure provides a safe and consistent framework for charting and recording administration of Oral Nutrition Support on approved medication charts.

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY

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1. POLICY STATEMENT

The Australian Commission on Quality and Safety in Health Care (ACQSHC) recommends health services that choose to use the medication chart for ordering oral nutrition support should have a local policy or procedure on ordering and recording administration of nutritional supplements.

The same requirements that apply to safe prescribing and administration of medicines should also apply to prescribing and administration of nutritional products.

In SESLHD, Medical Officers and Clinical Dietitians are authorised to prescribe Oral Nutrition Support (ONS) on the medication chart as outlined by this procedure.

2. BACKGROUND

Prescription of ONS on the patient's medication chart (also known as Nutrition as Medication) is a demonstrated means of improving nutritional intake. ONS prescription on the medication chart is reserved for those patients where it has been assessed that small frequent doses of high nutrient density (1.8 kcal/mL or greater) oral supplements will be the most effective way to improve oral intake, or where specific doses of particular nutrients (protein and arginine) are required to achieve desired health outcomes.

This procedure outlines the required process for the initiation, charting and recording administration of ONS using the National Inpatient Medication Chart (NIMC) principles to ensure safety, compliancy and consistency in the provision of ONS, whether prescribed on the NIMC or within an approved electronic medication management (eMM) system.

This procedure applies only to prescribing and administration of Oral Nutritional Support. It does not apply to other types of artificial nutrition supplementation such as enteral or parenteral nutrition.

2.1 DEFINITIONS

Electronic Medication Management system (eMM)	Refers to electronic medication management systems approved for use within the organisation for prescribing and administration of medicines e.g. eMEDs, eRIC.
Medication Chart	Includes all medication charts approved for use within the organisation for prescribing and administration of medicines. Examples include an approved eMM system and the NIMC.
Oral Nutrition Support (ONS)	Refers to formulated nutrition food products.

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3. RESPONSIBILITIES

3.1 Clinical Dietitians will:

- Undergo relevant training to be authorised to chart ONS on the appropriate approved medication chart/s used within their facility
- Comprehensively assess appropriateness of ONS (including indications, contraindications and alternatives) for referred patients
- Document the nutrition plan in the patient's medical record
- Recommend and order suitable ONS products
- Chart only ONS on the approved medication chart
- Provide ONS patient education
- Provide ONS management on patient discharge, as appropriate
- Arrange supply and delivery of ONS to the ward from the product range stocked.

3.2 The Department of Nutrition and Dietetics will:

- Ensure relevant training of Clinical Dietitians to prescribe safely, on the approved medication chart/s used within their facility
- Review and action results of audits relating to documentation of ONS on the medication chart
- Monitor and report ONS incidents in the organisation's incident management system (IMs+).

3.3 The Pharmacy Department will:

- Include ONS in safe prescribing audits
- Assist monitoring of ONS incidents in IMs+.

3.4 Nursing staff will:

- Refer all patients identified to be at risk of malnutrition to the clinical dietitian as per local protocols
- Prior to administration of ONS, nursing staff will check the patient's current diet order to ensure the ONS is not contraindicated
- Administer and encourage consumption of ONS as prescribed on the patient's medication chart
- Document administration and consumption of ONS in the medication chart, including if the patient refused the ONS
- Inform the Dietitian if the patient is refusing ONS
- Record ONS consumption on the Fluid Balance Chart, Health Care Record or within the electronic Medical Record (eMR)
- Manage opened ONS (see section 4.5).

3.5 Medical staff will:

- Refer all patients identified to be at risk of malnutrition to the clinical dietitian as per local protocols
- If prescribing ONS for a patient via eMM, will also refer the patient to the Clinical Dietitian for nutrition assessment.

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3.6 Health Share Food Services (HSFS) will:

- Arrange supply and regular delivery of ONS for inpatients from the product range stocked
- If there is inadequate supply of the ordered ONS, HSFS will contact Nutrition and Dietetics to ensure a replacement can be charted and ordered.

3.7 All staff will:

- Report any incidents involving ONS prescriptions in IMs+.

4. PROCEDURE

4.1 Assess patient indications for initiating ONS

- Patient assessed to be malnourished or at risk of malnutrition
- Hyper-metabolic or catabolic states
- Reduced capacity for maintaining adequate protein-caloric intake.

4.2 Assess patient contraindications for initiating ONS

- Nil By Mouth (NBM)
- Receiving thickened fluids
- Requiring a fluid restriction
- Allergies or food intolerances.

Note: Caution should be used for patients at risk of refeeding syndrome, with electrolyte disturbances or end stage renal impairment.

4.3 Ordering of ONS

- Prescribing ONS on the medication chart is limited to high energy density (1.8kcal/ml or greater) nutrition supplement products, protein powder and arginine supplements stocked by the facility
- Prescribing and ceasing ONS is limited to Clinical Dietitians and Medical Officers
- All ONS prescribing and cessation must be communicated between the Medical Officer and Clinical Dietitian
- Ordering of ONS must comply with [NSW Ministry of Health Policy PD2013_043 - Medication Handling in NSW Public Health Facilities](#) and include:
 - Date of order
 - Approved name of ONS
 - Dose (mL)
 - Frequency and times for administration
- Refer to relevant [Quick Reference Guides](#) for information on how to prescribe, modify and cease orders within the eMEDs eMM system

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4.4 Administration of ONS

- Nursing staff administer and document administration of ONS as charted on the medication chart.

4.5 Storage and handling of open ONS

- Nursing staff are responsible for storage and handling of open ONS
- Open ONS must be labelled with the time and date the product was opened, be covered and refrigerated between use, and consumed within 24 hours of opening or discarded.

4.6 Patient monitoring

- The clinician who charted the ONS is responsible for ensuring the ongoing assessment and review of indications and contraindications for continuation of ONS, either directly by the charting clinician or by referral to the Clinical Dietitian.
- Assessment and review of indications and contraindications for continuation of ONS include but are not limited to: tolerance and consumption of ONS, oral intake and fluid balance, energy and protein consumption, diagnosis of dysphagia, biochemistry, patient weight
- Incidents or near misses relating to ONS charting must be reported in IMs+ and documented as 'Medication'.

5. DOCUMENTATION

- Electronic medical records, including electronic medication management (eMM) components
- National Inpatient Medication Chart (NIMC)
- Fluid Balance Chart or eFluids in eMR
- Health Care Record
- Incident Management System (IMs+)
- eMR Dietitian Consult
- CBORD - hospital computerised menu system.

6. AUDIT

- Safe prescribing audits
- Monitoring of IMs+ relating to ONS at least annually
- Monitoring of ONS prescribing within the eMR via a six-monthly report from eMR Support.

7. REFERENCES

- [NSW Ministry of Health Policy Directive PD2013_043 - Medication Handling in NSW Public Health Facilities](#)
- [NSW Ministry of Health Policy Directive PD2017_041 - Nutrition Care](#)
- [Australian Commission on Safety and Quality in Health Care NIMC User Guide](#)
- [NPS MedicineWise National Inpatient Medication Chart Training](#)

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- Quick Reference Guides for prescribing, modifying and ceasing orders in the eMR available via: http://sesinet/sites/eMEDs_Project/SitePages/TrainingVideos.aspx
- [ACSQHC Recommendations for terminology, abbreviations and symbols used in medicines documentation](#)

8. REVISION AND APPROVAL HISTORY

Date	Revision No.	Author and Approval
Jan 2014	Draft 0.1	D&QUMC Coordinator collation of facility business rules and practices for initial circulation to Heads of Department Nutrition & Dietetics and Pharmacy Directors.
Feb 2014	Draft 0.2	Revisions from initial circulation made by Author. Re-formatted by District Policy Officer
April 2014	Draft 0.3	Feedback from intranet comments incorporated by Pharmacy Directors Subcommittee, approved by Drug & QUM committee 10/4/2014
May 2014	0.3	Submitted to CQC for approval.
May 2014	1	Approved by CQC.
June 2016	2 draft	QUM /Pharmacy Directors review to incorporate prescribing in eMEDS
July 2016	2	Approved by QUM Committee
August 2016	3	Nutrition and Dietetics review to incorporate prescribing of additional ONS
October 2016	3	Minor update approved by DQUM Committee
July 2018	3	Updates to incorporate changes with move to electronic medication management systems. Updated responsibility for ordering and supply of ONS (now sits with Health Share Food Services)
July 2018	3	Processed by Executive Services prior to submission to SESLHD QUMC. Minor review.
August 2018	3	Endorsed by SESLHD QUM
July 2022	4	Reviewed by Nutrition and Dietetics. Removed reference to NIMC and other minor amendments. Approved by Executive Sponsor.
August 2022	4	Endorsed by SESLHD Quality Use of Medicines Committee.