



HEALTH HOLDING

HAFER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Clinical Nutrition		
Document:	Policy And Procedure		
Title:	Handling, Storage, and Distribution of Enteral Nutrition Support		
Applies To:	Clinical Dietitians , Nurses ,And Dietary Staffs		
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1. PURPOSE:

- 1.1 To outline the procedure to be followed for the preparation, handling, storage and distribution of the enteral nutrition support.

2. DEFINITIONS:

- 2.1 Enteral Nutrition is a mode of feeding that uses the GI tract to deliver nutritionally complete feed, containing protein, carbohydrate, fat, water, minerals and vitamins, directly into the stomach, duodenum or jejunum, it can be taken orally or by tube feeding.

3. POLICY:

- 3.1 The clinical dietitian will provide nourishment and a well-balanced diet through enteral feeding if ordered by the physician to patient who are unable to eat orally due to:
 - 3.1.1 Surgical procedure
 - 3.1.2 Have failure to thrive
 - 3.1.3 Who are on the ventilator
 - 3.1.4 Have gastrointestinal obstruction
 - 3.1.5 Other problems according to physician's order

4. PROCEDURE:

- 4.1 Enteral feeds:
 - 4.1.1 The responsible clinical dietitian will make assessment for patient nutritional needs and calorie requirement.
 - 4.1.2 The responsible clinical dietitian will choose the type of formula according to the patient's diagnosis, labs, nutritional risk grade, etc.
 - 4.1.3 Many special formulas available in the store.
 - 4.1.4 A diet list is supplied to the dietary employee daily by nursing or printed through system to indicate which patient are to received specially prepared formula. This list states the dates and the name of the patient, Age, MRN, Room/Bed No. and description of the enteral feed. The diet list must be updated daily.
 - 4.1.5 The diet list has to be submitted to the dietary employee before 10 am any changes of the list are reported to them by calling.
 - 4.1.6 The diet card (diet prescription) contains the following information which shall be filled out by the dietary staff:
 - 4.1.6.1 Type of formula, date, name of the patient, MRN, Room/Bed No. the diet card is then provided to the contractor.
 - 4.1.7 The enteral feed which needs to be mixed are prepared in the formula room and the ready to feed formula will be send from the kitchen.
 - 4.1.8 Prior to the distribution of formula, the dietary supervisor or diet technician must check

- the diet card.
- 4.1.9 Each feed is provided with a label which indicates the patient's name, MRN, Room/Bed No. as well as the formula name.
- 4.2 Handling of enteral feeds:
- 4.2.1 In the wards, nurses will receive the enteral feeds from the kitchen and administer to the patient.
- 4.2.2 Tube feeds should be poured out from the original container directly into the feeding bag.
- 4.3 Storage of enteral feeds:
- 4.3.1 Dietary Store
- 4.3.1.1 Enteral feeds are stored in the contractor's dry store. Similar quantities for Immediate use is stored in a clean and dry open cupboard.
- 4.3.1.2 Clinical dietitian should count all the types of formulas and check the expiry dates every 15 days, any out of stock formulas must be provided by the warehouse
- 4.3.1.3 The ready formula is inspected on a regular basis by the diet technician for cleanliness and expiry date of the product.
- 4.4 Distribution of enteral feeds:
- 4.4.1 Inpatients:
- 4.4.1.1 Ready formulas + set bag will be delivered with a diet trolley in the morning to the specific ward as indicated on the diet list, it will include all the amount of prescribed formula for the patient.
- 4.4.1.2 When the feed reached the wards, the nurse should check the list against the feed received.
- 4.4.2 Outpatients
- 4.4.1.1 Outpatient will receive take home enteral supplies if the patient requires such support based on the assessment by the clinic clinical dietitian
- 4.4.2.2 Only clinical dietitian is allowed to fill out the Formula Request Form (Enteral Take Home Supplies Forms) for patients. Stores are not allowed to issue supplies without the authorize signature of the clinical dietitian on the formula request form.
- 4.4.2.3 Patient /relatives will take the formula request form (Enteral Take Home Supplies Forms) to the supply office where the enteral feeds will be issued.

5. MATERIALS AND EQUIPMENT:

- 5.1 Diet list
- 5.2 NUTRITION ASSESSMENT AND RE-ASSESSMENT FORM

6. RESPONSIBILITIES:

- 6.1 Dietary Staff
- 6.2 Clinical Dietitians
- 6.3 Nurses

7. APPENDICES:

N/A

8. REFERENCES:

- 8.1 King Salman Hospital, Handling, Storage and Distribution of Enteral Nutrition Support, PP-Dt.7., 1:/9/1437h.
- 8.2 Central Board of Accreditation for Healthcare Institutions (CBAHI) Standards.

9. APPROVALS:

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