

# SOP: Nutrition and Hydration Management

This SOP details **nutrition and hydration management** to ensure proper dietary intake and fluid balance. It covers guidelines for assessing nutritional needs, planning balanced meals, monitoring hydration status, managing special dietary requirements, and promoting healthy eating habits. The goal is to support optimal health, enhance recovery, and maintain well-being through effective nutrition and hydration practices.

## 1. Purpose

To outline the procedures for effective nutrition and hydration management, ensuring individuals receive appropriate dietary intake and fluid balance for optimal well-being.

## 2. Scope

This SOP applies to all staff involved in the planning, preparation, delivery, and monitoring of nutrition and hydration services.

## 3. Responsibilities

- **Nutritionist/Dietitian:** Assess dietary needs, develop meal plans, and monitor nutrition status.
- **Catering Staff:** Prepare and serve meals as per prescribed plans.
- **Healthcare Team:** Monitor hydration, nutritional status, and communicate changes or concerns.
- **Individuals/Clients:** Communicate preferences, allergies, and participate in nutrition/hydration plans.

## 4. Procedure

### 4.1 Assess Nutritional Needs

- Obtain medical, dietary, and allergy history.
- Assess anthropometric data (height, weight, BMI, etc.).
- Evaluate activity level, medical conditions, and preferences.
- Identify risk factors for malnutrition or dehydration.

### 4.2 Plan Balanced Meals

- Develop individualized nutrition plans based on assessment findings.
- Follow guidelines for macronutrient and micronutrient requirements.
- Consider cultural, religious, and personal preferences.
- Adjust meal plans for special dietary needs (e.g., diabetic, low sodium).

### 4.3 Hydration Management

- Set daily fluid requirements based on individual needs.
- Offer fluids at regular intervals and encourage intake.
- Monitor for signs of dehydration or overhydration.
- Record fluid intake/output as appropriate.

### 4.4 Monitoring and Documentation

- Document dietary intake and fluid balance regularly.
- Monitor weight, hydration status, and lab values as indicated.
- Communicate changes to relevant team members.

### 4.5 Special Dietary Requirements

- Identify and adhere to all allergies and intolerances.
- Provide alternative meal options as needed.
- Ensure clear communication and labeling for special diets.

### 4.6 Education and Promotion

- Provide nutrition and hydration education to individuals and families.
- Promote healthy eating habits and physical activity.
- Address myths and misconceptions regarding diet and hydration.

## 5. Review and Audit

- Conduct regular audits of nutrition and hydration practices.
- Update SOP annually or as required based on evidence and guidelines.
- Implement corrective actions for identified issues.

## 6. References

- World Health Organization (WHO) Nutrition Guidelines
- National Institute for Health and Care Excellence (NICE) Guidance
- Relevant local/national dietary standards

Version	Date	Author	Review Date
1.0	2024-06-20	Nutrition Department	2025-06-20