



Co-Creating Safe and Enjoyable Meals for People with Swallowing Difficulty



Documenting Mealtime Assistance Difficulties and Choking Incidents: Extract from Additional Resources

Documenting Mealtime Assistance Difficulties and Choking Incidents



Things to write in your note about a mealtime choking incident

- **Who** was involved? Who has been told?
- **What** happened?
- **When** did it happen?
- **Where** did it happen?
- **What** was the outcome? What will happen next?

Write as much as you can remember. This is the type of information that is very helpful:

- **Context of the situation:** Who was involved? Where did it happen? When did it happen?
- **Events:** What was happening (mealtime/eating/other situation)
- **Problem:** What was the difficulty, describe the choking incident in detail with as much as you can recall. Include specific details about what the person was eating or drinking.
- **Actions taken:** What was done in response to the difficulty?
- **Resolution:** What was the outcome?
- **Reporting:** Who was told about this and where was it documented?
- **Next steps:** What will happen next, in terms of referral to health professionals?

EXAMPLE WRITTEN INCIDENT REPORT

Date: 4/1/2021

Melinda and I were in the dining room.

Melinda had breakfast at 8:30am this morning at home. She sat upright in her wheelchair and was alert throughout the meal. I was supporting Melinda to eat 1 cup of yoghurt with chopped banana.

She started coughing quite strangely while eating the yoghurt and banana. She pointed to her neck to show that the banana was stuck in her throat. I encouraged Melinda to cough more, and eventually it cleared. I gave Melinda a sip of mildly thick water. She recovered and could breathe normally. She said she felt okay. She said that the banana had gone.

Melinda said she does not usually have trouble swallowing chopped banana with yogurt. We talked about whether she needs a referral to see the speech pathologist to review her Mealtime Plan. She said she was okay with that. I rang my supervisor to tell her about Melinda's choking episode. The supervisor said she would call Melinda's speech pathologist today to request a review.

Signature and Name Here: