WHS DOCUMENTS & TEMPLATES

DOC-MTP-TPL · Mealtime Plan and Choking Risk Assessment

Product Overview

For: NDIS, disability, aged care and community services providers whose workers support people to eat and drink

Version 1.0 · 21 November 2026

SAMPLE

Find the people at risk of choking, get them a mealtime plan from a qualified health professional, and make sure every worker follows it exactly: a risk screen, a mealtime plan template, an observation record and a staff sign-off.

The Choking and Mealtime Risk Screen asks about history, signs at mealtimes and risk factors, then records the result and the referral. It is a screen, not an assessment: it never decides food or drink textures.

The Mealtime Plan is completed by the person's speech pathologist or other qualified health professional: food and drink textures named with the IDDSI framework's levels, foods to avoid, positioning, pace and assistance, supervision, environment, equipment, medication, the signs to watch for and what to do if the person chokes. It tells workers plainly to follow it and not to change it.

The Mealtime Observation Record tracks each meal against the plan, and the Mealtime Plan Staff Sign-off records that every worker has read the current plan. All four are in Word, with PDF copies.

Written to work in any country, with Australian law as the worked example. The guide says what to check where you work. In Australia, its state and territory notes show where the law differs, including the regulator to contact. Made by Orana Skills Centre.

What is included

Item	File
Choking and mealtime risk screen: history, signs at mealtimes, risk factors, the result and the referral	02_TEMPLATE/Choking and Mealtime Risk Screen.docx and .pdf
Mealtime plan for the health professional to complete: IDDSI textures, positioning, pace, supervision, equipment, medication and choking response	02_TEMPLATE/Mealtime Plan.docx and .pdf
Mealtime observation record: each meal checked against the plan, with signs and actions	02_TEMPLATE/Mealtime Observation Record.docx and .pdf
Staff sign-off: each worker confirms they have read the current plan and will follow it	02_TEMPLATE/Mealtime Plan Staff Sign-off.docx and .pdf
How to Use This Template: how to complete and adapt it, the law in brief with Australia as the worked example, records and every placeholder	01_START_HERE/How to Use This Template.pdf
Read Me First, Product Overview, Permitted Use Terms and Version Information	01_START_HERE/ (PDF)

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training.oranaskillscentre.com/documents/mealtime-plan-and-choking-risk-assessment

How to Use This Template

How to complete, adapt and keep the mealtime plan and choking risk assessment

1 What this template is for

Choking and food or drink going into the lungs can kill, and people with swallowing difficulties are at much greater risk. Most of that risk is managed by finding the people at risk early, getting them a mealtime plan from a qualified health professional, and making sure every worker follows the plan at every meal.

The templates split the work clearly. Trained workers screen and observe. A speech pathologist or other qualified health professional assesses the person and writes the plan. Workers follow the plan and never change it; they report concerns so the plan can be reviewed.

2 How to use it

Step	What to do
1	Name your mealtime lead, and fill in the placeholders.
2	Screen every person you support who eats or drinks with your workers' help or supervision, and record the result.
3	Refer each person the screen identifies for a mealtime assessment, urgently where they have choked or show signs at most meals.
4	Give the Mealtime Plan template to the health professional, or attach their own plan to it, and check it is complete and readable.
5	Train workers in the plan and in choking first aid, and have each one read and sign the Staff Sign-off before they support the person.
6	Use the Observation Record while observations are needed, and send concerns to the health professional.
7	Review the plan by its review date and after any choking, chest infection, hospital stay or change in health.

3 Who does what

Who	What they do
Mealtime lead or team leader	Keeps the screens, plans and sign-offs current, arranges referrals and reviews
Speech pathologist or other qualified health professional	Assesses the person and writes and reviews the plan
Support workers	Follow the plan exactly, observe, and report concerns the same day
Manager	Makes sure plans exist for everyone who needs one, and that workers are trained

4 The law, in brief

Health and safety laws differ by country and, in some countries, by state or province. Check the law, regulator and codes or guidance that apply where you work. Some industries, such as mining, have extra laws. Section 5 shows how the law works in Australia, as the worked example. Elsewhere, start with your health and safety regulator's website.

5 The law in Australia (the worked example)

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Right-click > Change Picture

[Company name]

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Mealtime Plan

Completed by the person's speech pathologist or other qualified health professional. Workers follow it exactly and do not change it.

Workers follow this plan

- This plan is written by a speech pathologist or other qualified health professional. Follow it exactly at every meal, snack and drink, and when medication is given.
- Do not change food or drink textures, thickeners, equipment, positioning, pace or supervision, even if the person or their family asks. Only the health professional changes the plan.
- If the plan does not seem to be working, or the person's needs have changed, keep following it, tell **[Mealtime lead]** the same day, and ask for a review.

Person (name or reference)		**Plan written by (name, profession, contact)**	
Date of the plan		**Review by (date)**	
Received and checked by (name, date)		**Copies kept at (kitchen, file, the person's home)**	

1 Food and drink textures

Textures use the level names of the International Dysphagia Diet Standardisation Initiative (IDDSI) framework. The health professional ticks one food level and one drink level, and writes any exceptions below.

Food level	Tick	Drink level	Tick
Level 7 Regular	☐	Level 0 Thin	☐
Level 7 Regular Easy to Chew	☐	Level 1 Slightly Thick	☐
Level 6 Soft and Bite-Sized	☐	Level 2 Mildly Thick	☐
Level 5 Minced and Moist	☐	Level 3 Moderately Thick	☐
Level 4 Pureed	☐	Level 4 Extremely Thick	☐
Level 3 Liquidised	☐		

Foods to avoid (for example hard, dry, crumbly, stringy, sticky or mixed thin and thick foods)	
Thickener, if any: the product and how to prepare drinks to the level ticked	
Exceptions, preferences and extra instructions	

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Mealtime Plan and Choking Risk Assessment

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. Find the people at risk of choking, get them a mealtime plan from a qualified health professional, and make sure every worker follows it exactly: a risk screen, a mealtime plan template, an observation record and a staff sign-off.

What the full product contains

- **Choking and mealtime risk screen: history, signs at mealtimes, risk factors, the result and the referral**
  02_TEMPLATE/Choking and Mealtime Risk Screen.docx and .pdf
- **Mealtime plan for the health professional to complete: IDDSI textures, positioning, pace, supervision, equipment, medication and choking response**
  02_TEMPLATE/Mealtime Plan.docx and .pdf
- **Mealtime observation record: each meal checked against the plan, with signs and actions**
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- **Staff sign-off: each worker confirms they have read the current plan and will follow it**
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  01_START_HERE/ (PDF)

Formats

- Word (.docx), editable, with your logo and business name in the header
- PDF copies of the Word documents, for printing blank
- Delivered as a single ZIP download

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https://training.oranaskillscentre.com/documents/mealtime-plan-and-choking-risk-assessment

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