



Action Plan

for Supporting a Person with Dysphagia



1

Make sure staff are trained to recognise the signs of dysphagia and understand the complications (using the [OPUS Supporting People with Dysphagia Distance Learning Workbook](#))



2

Make sure the person's care plan is updated to include the symptoms they experience immediately after eating and drinking plus their long term symptoms



3

Brief the staff member on the person's management plan for eating, drinking and taking medication and make sure they understand it



4

Make sure the Speech and Language Therapist (SALT) completes an assessment



5

Brief the staff member on the person's SALT assessment and any recommendations that have been made



6

Make sure staff are aware of any diet modifications, postures and manoeuvres that are recommended for the person



7

Make sure staff monitor food and fluid intake and feedback to their line manager when necessary



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8

Make sure staff know how to prepare texture-modified food according to the SALT recommendations e.g. using thickeners



9

Check that the staff member knows how to store thickeners



10

Check that all information is recorded e.g. changes to the person's condition, warning signs and symptoms and that the staff member knows how and when to contact their line manager to feed back



11

If a feeding tube is used, check that the staff member has been trained by a healthcare professional and is signed off as competent by the healthcare professional to administer a feed or medication through the tube (provided your policy allows it)



12

Competency assess the staff member using the *OPUS Competency Assessment for Supporting a Person with Dysphagia*



13

Liaise with the SALT to regularly review the person's condition and requirements