

**Providing a Gluten-Free Diet In Long Term Care:
A Resource Manual for Nutrition and Food Services
March 16, 2015**

Background:

Celiac disease (CD) is a condition where the small intestine becomes damaged when a person eats gluten; a protein found in wheat, rye, barley and other foods made from these products. This damages the bodies' ability to absorb nutrients, causing a number of health problems. At this time there is no cure for CD however; the disease can be managed by eating **a very strict gluten-free (GF) diet**. To allow long term care facilities to admit people with CD and/or who need to eat a GF diet, it is very important that they are prepared to provide a safe healthy GF menu.

Purpose:

1. To provide step-by-step instructions and resources to allow for the smooth admittance and ongoing care of each resident who require a GF diet.
2. To ensure the production and service of individualized, safe and healthy GF menu options

Note: Pertinent resources for each of the sections are included following the checklist.

Procedure:

Ideally, begin completing the checklist below before admitting a person with CD and/or who needs a GF menu.

General resources concerning celiac disease and a GF diet:

1. Title: Canadian Celiac Association:
About: This Canadian website includes a number of useful resources and information on celiac disease, the GF diet, and preventing cross contamination among many other related topics
Link: <http://www.celiac.ca/>
2. Title: Gluten-Free Diet – Shelley Case, RD:
About: The website includes a number of resources and information about the GF diet
Link: <https://www.glutenfreediet.ca/>
3. Title: Health Canada – Celiac Disease:
About: Health Canada provides information about celiac disease and food labeling in Canada
Link: <http://www.hc-sc.gc.ca/fn-an/securit/allerg/cel-coe/index-eng.php>
4. Title: PEN – Celiac/Coeliac Disease:
About: PEN includes extensive information about celiac disease and the GF diets along with plenty of resources for professionals and consumers
Link: <http://www.pennutrition.com/index.aspx>
5. Title: Celiac Disease Foundation
About: This American website includes a wide range of information on celiac disease and gluten sensitivities along with resources and information about current related research
Link: www.celiac.org

Checklist

Review GF diet with registered dietitian and plan for safe production of GF foods

- Step 1: Discuss diet requirements for the planned admission of a person who needs to be on a GF diet.
- Step 2: Discuss and identify to what extent the current menu rotation is able to accommodate the GF diet. Determine if and where on the menu there may be a need to bring in special GF foods. Consider nourishments and snacks.
- Step 3: Individualize the meal pattern, as possible for each specific resident admitted. As required place orders for GF foods

Prepare food service area to prevent cross contamination

- Step 4: Assign a small area in the kitchen for GF food preparation; this area can also be used for preparation of “gluten containing foods” once GF food preparation is complete
- Step 5: Assign storage areas for GF foods including dry storage, fridge and freezer space
- Step 6: Assign equipment (i.e. Toaster, cutting boards) to be used only for GF food preparation |

Develop operating procedures for staff

- Step 7: Develop operating procedures for steps 4 to 6 as well as for food preparation techniques and service

Educate staff

- Step 8: Utilizing resources as needed, educate staff **on GF diet requirements and the above mentioned operating procedures**
- Step 9: Train staff on the operating procedures identified in Step 7. Update existing staff work routines to include new procedures.

Establish ongoing education and evaluation

- Step 10: Develop quality assurance audits to monitor and evaluate compliance with the above mentioned procedures
- Step 11: Consistently educate all new staff and reeducate existing staff on a regular basis about GF diet requirements and the established operating procedures.

Complete a nutrition assessment and develop a nutrition care plan

- Step 12: Consider all pertinent factors, including co-morbidities as well as nutritional concerns when a GF diet is followed.

Provide ongoing nutrition care

- Step 13: Review intake and modify care plan as needed
- Step 14: Provide education to resident/family as needed

Review GF diet with registered dietitian and plan for safe production of GF foods

Step 1: Discuss diet requirements for the planned admission of a person who needs to be on a GF diet.

The registered dietitian should review the requirements of an individual with celiac disease and/or who requires a GF diet. Have a short conversation with the potential resident or family members, concerning their GF dietary requirements so appropriate foods can be provided on admission. After admission, further nutritional assessment should be performed to develop a resident specific GF menu pattern.

The food service manager and registered dietitian are to discuss the requirements of a GF diet and the specific dietary needs of the potential resident to begin planning for the production of a GF menu.

Recommended Resources for Step 1

1. Title: Practice-based Evidence in Nutrition: “Celiac/Coeliac Disease Background”
About: Extensive background information concerning celiac disease and the GF diet.
Link: <http://www.pennutrition.com/index.aspx>
2. Title: Canadian Celiac Association: “Celiac Disease, Non-Celiac Gluten Sensitivity and the Gluten-Free Diet”
About: Information regarding celiac disease, gluten sensitivities and the GF diet.
Link: <http://www.glutenfreediet.ca/img/CD-GS-GFD.pdf>
3. Title: WRHA: “Adults Diet Compendium”
About: Provides a description of a GF diet as defined by the WRHA.
Link: <http://www.wrha.mb.ca/extranet/nutrition/files/Manual-WRHAAdultDietCompendium.pdf>
4. Title: Canadian Celiac Association: “Nutrition Complications for Celiac Disease”
About: Information regarding nutritional complications that may arise in individuals with celiac disease.
Link: http://www.celiac.ca/b/wp-content/uploads/2013/07/Nutrition_Complications_CCA.pdf
5. Title: WRHA Policy & Procedure: “Caring for Residents with Celiac Disease Who Require a Gluten Free Diet”
About: A procedure to safely care for an individual who requires a GF diet in long term care.
Link: <http://www.wrha.mb.ca/extranet/nutrition/FSM-SpecialProducts.php>
6. Title: American College of Gastroenterology: “Diagnoses and Management of Celiac Disease”
About: Provides information regarding celiac disease and provides recommendations for the management of the disease.
Link: <http://gi.org/guideline/diagnosis-and-management-of-celiac-disease/>
7. Title: Canadian Celiac Association: “Celiac Disease, Non-Celiac Gluten Sensitivity and the Gluten-Free Diet”
About: Information regarding celiac disease, gluten sensitivities and the GF diet
Link: <http://www.glutenfreediet.ca/img/CD-GS-GFD.pdf>

Step 2: Discuss and identify to what extent the current menu rotation is able to accommodate the GF diet. Determine if and where on the menu there may be a need to bring in special GF foods. Consider nourishments and snacks.

The food service manager and registered dietitian are to discuss the availability of GF foods on the current menu. With menu options in mind, research sources/manufacturers of GF foods and make the decision based on the needs of the resident and the facility. If GF menu items are needed immediately, frozen GF meals are available for purchase from the WRHA Regional Distribution Facility within 48 hours notice. More information is provided in the list of recommended resources. A list of GF suppliers, stores & bakeries in Manitoba has been provided in Appendix A.

Recommended Resources for Step 2

1. Title: Gluten Free Certification Program: “Certified Products”
About: A list of certified GF products that are safe and reliable.
Link: <http://www.glutenfreecert.com/consumers/certification-directory/>
2. Title: WRHA Nutrition and Food Services: “Specialized Products and Services”
About: Information and a order form for purchasing GF menu items from the WRHA Regional Distribution Facility.
Link: <http://www.wrha.mb.ca/extranet/nutrition/FSM-SpecialProducts.php>
3. Title: WRHA Policy & Procedure: “Gluten Free Menu Items for Purchase”
About: Further information regarding GF menu items available for purchase from the WRHA Regional Distribution Facility.
Link: <http://www.wrha.mb.ca/extranet/nutrition/files/Forms-GlutenFreeProductsProcedure.pdf>
4. Title: Canadian Food Inspection Agency: “Allergen-Free, Gluten-Free, and Precautionary Statements”
About: Information regarding GF claims in Canada.
Link: <http://www.inspection.gc.ca/food/labelling/food-labelling-for-industry/allergens-and-gluten/eng/1388152325341/1388152326591>

Step 3: Individualize the meal pattern, as possible for each specific resident admitted. As required, place orders for GF foods

Create a resident specific meal pattern based on the GF dietary requirements and availability of GF foods. Consider other nutritional complications associated with celiac disease and the GF diet in preparing a nutritionally adequate meal pattern.

Recommended Resources for step 3

1. Title: Celiac Disease Foundation: “7-Day Gluten-Free Meal Plan”
About: An example of a 7-day GF menu.
Link: http://celiac.org/wp-content/uploads/2014/04/CDF_7MealPlan_JumpStart_c1.jpg
2. Title: Canadian Celiac Association: “Food Choices for a Gluten-Free Diet”
About: A list of GF foods and menu items to watch out for when providing a GF menu.
Link: http://www.celiac.ca/?page_id=299
3. Title: Canadian Celiac Association, Dietitians of Canada, PEN: Gluten-Free Eating
About: A document describing the GF diet including gluten containing foods and ingredients, and food choices.
Link: http://www.glutenfreediet.ca/media/Gluten_Free_Eating_Apr_2011.pdf

Prepare food service area to prevent cross contamination

Considering gluten is present in a wide variety of foods, cross contamination by contact of gluten containing foods with GF foods is a common occurrence. Strategies must be put in place to prevent cross contamination during storage, preparation and distribution of GF meals. The recommended resources below clearly identify the factors to consider for steps 4 to 6.

Step 4: Assign a small area in the kitchen for GF food preparation; this area can also be used for preparation of “gluten containing foods” once GF food preparation is complete

Step 5: Assign storage areas for GF foods including dry storage, fridge and freezer space

Step 6: Assign equipment (i.e. Toaster, cutting boards) to be used only for GF food preparation |

Step 7: Develop operating procedures for steps 4 to 6 as well as for food preparation techniques and service

Policies and procedures should be developed to provide food service staff with instructions and work procedures to ensure safe GF meal production. The WRHA Nutrition & Food Services Operational Procedure: “Prevention of Cross Contamination in the Production of Gluten-Free Food Items” should be put in place to ensure production of safe GF meals.

Recommended Resources for Steps 4 to 7

1. Title: Canadian Celiac Association: “Cross Contamination”
About: Consumer friendly tips to prevent cross contamination of GF foods.
Link: http://www.celiac.ca/?page_id=679
2. Title: Shelly Case: “How to Avoid Cross-Contamination”
About: Consumer friendly tips regarding prevention of cross contamination.
Link: <http://glutenfreediet.ca/blog/?p=217>
3. Title: Canadian Celiac Association: “Keep Gluten-Free Foods Gluten-Free”
About: Instructions for the production of safe GF meals including tips for kitchen staff.
Link: <http://www.torontoceliac.org/pdf/Keep%20Gluten-Free%20Foods%20Gluten-Free.pdf>
4. Title: WRHA Nutrition & Food Services Operational Procedure: “Prevention of Cross Contamination in the Production of Gluten Free Food Items”
About: A procedure to prevent cross contamination during the preparation, storage and distribution of GF foods.
Link: <http://www.wrha.mb.ca/extranet/nutrition/files/Forms-GlutenFreeProductsProcedure.pdf>

Educate staff

Step 8: Utilizing resources as needed, educate staff on GF diet requirements and the above-mentioned operating procedures

All food service staff should be educated on a GF diet, preventing cross contamination and policies and procedures for the safe production, storage and distribution of GF foods. Education sessions should be set up with a registered dietitian and/or the food service manager. Please see the recommended resources for educational materials.

Step 9: Train staff on the operating procedures identified in Step 7. Update existing staff work routines to include new procedures.

Recommended Resources for Steps 8 to 9

- Title:** Providing a Gluten Free Menu In Long Term Care: An Education Manual for Healthcare Staff
About: Provides resources to educate long term care staff to safely care for a person with celiac disease and/or who requires a GF diet.
Link: <http://www.wrha.mb.ca/extranet/nutrition/files/GFInLTC-EducationManualforHealthcareStaff.pdf>
- Title:** Canadian Celiac Association: “Keep Gluten-Free Foods Gluten-Free”
About: Instructions for the production of safe GF meals including tips for kitchen staff.
Link: <http://www.torontoceliac.org/pdf/Keep%20Gluten-Free%20Foods%20Gluten-Free.pdf>
- Title:** Celiac Disease and the Gluten Free Diet
About: A presentation to help food service staff and unit staff understand the requirements of a GF diet, including information regarding label reading, cross contamination and safe food preparation.
Link: http://hscxlxb0001.hsc.mb.ca/wrha_internet/extranet/nutrition/files/AccommodatingtheGlutenFreedietinthePCHSetting.ppt
- Title:** Keep Foods Gluten Free Infographic
About: A simple infographic to educate staff on safe handling and preparation of GF foods
Link: http://hscxlxb0001.hsc.mb.ca/wrha_internet/extranet/nutrition/files/GutenFreeInfographic.pdf

Establish ongoing education and evaluation

Step 10: Develop quality assurance audits to monitor and evaluate compliance with the above mentioned procedures

Policies and procedures for evaluation methods should be developed and put in place to ensure continuous quality improvement in the production of safe GF menu items. Create a schedule and adjust work routines to include evaluation of GF food preparation on a regular basis. A sample of an audit for the safe storage, preparation and distribution of GF foods has been included in Appendix B.

Step 11: Consistently educate all new staff and reeducate existing staff on a regular basis about GF diet requirements and the established operating procedures

Staff education should be updated regularly and education of safe GF meal preparation should be incorporated into training of new employees.

Recommended Resources for Steps 10 to 11

1. Title: Providing a Gluten-Free Menu In Long Term Care: An Education Manual for Healthcare Staff
About: Provides resources to educate long term care staff to safely care for a person with celiac disease and/or who requires a GF diet.
Link: <http://www.wrha.mb.ca/extranet/nutrition/files/GFInLTC-EducationManualforHealthcareStaff.pdf>

Complete a nutrition assessment and develop a nutrition care plan

Step 12: Consider all pertinent factors, including co-morbidities as well as nutritional concerns when a GF diet is followed.

A complete nutrition assessment should be performed to determine the nutritional needs of the resident. Along with avoiding the consumption of gluten, there are a numerous nutritional complications that may arise in an individual with celiac disease. A resource regarding these complications has been included in the list of recommended resources to aid in a complete nutritional assessment.

Furthermore, depending on the resident or families' level of knowledge related to a GF diet, education should be provided to ensure no accidental consumption of gluten provided by outside sources. Numerous consumer friendly resources are available at the links found under recommended resources.

Recommended Resources

1. Title: Canadian Celiac Association: "Resources For People Who Need to Eat Gluten Free"
About: A number of consumer friendly resources regarding a GF diet.
Link: http://www.celiac.ca/?page_id=788
2. Title: Shelly Case: "Gluten-Free Diet Free Handouts"
About: A list of handouts for a variety of topics regarding a GF diet.
Link: <https://glutenfreediet.ca/handouts.php>
3. Title: Canadian Celiac Association: "Counseling Tools For Dietitians"
About: Tools designed for registered dietitians for counseling individuals with celiac disease.
Link: http://www.celiac.ca/?page_id=797
4. Title: Canadian Celiac Association: "Nutrition Complications for Celiac Disease"
About: Information regarding nutritional complications that may arise in individuals with celiac disease.
Link: http://www.celiac.ca/b/wp-content/uploads/2013/07/Nutrition_Complications_CCA.pdf

Appendix A

Gluten-Free Suppliers, Stores & Bakeries in Manitoba

Meyers Drugs Ltd.

483 William Avenue
Winnipeg, MB R3A 0J5
Phone: (204) 943-1466
Fax: (204) 947-3329
Web: www.meyersdrugs.com
Email: meyersd@mts.net
Largest selection of products

Pratt's Wholesale Ltd.

101 Hutchings St
Winnipeg, MB R2X 2V4
Tel: 204-949-2800
Fax: 204-949-2828
Web: <http://pratts.ca>
Online ordering available

Lorenzo's Specialty Foods

1060 St. Mary's Road
Winnipeg, MB R2M 3S9
Tel: 204-253-1300
Fax: 204-253-4049
Web: www.lorenzofoods.ca
All products made in exclusively
gluten-free bakery, on site
Online ordering available

Harvest Bakery & Deli

1857-A Grant Ave
Winnipeg, MB
Tel: 204-489-1086
Web:
<http://www.harvestbakeryanddeli.com>
/

Miller's

2-2425 Pembina Highway.
Winnipeg, MB R3T 2H4
Tel: 204-269-4442

590 St. Mary's Rd.
Winnipeg, MB R2M 3L5
Tel: 204-233-5409

1867 Grant Ave.
Winnipeg, MB R3N 1Z2
Tel: 204-487-2666

GF sausages and meat products

Oma's Bakeshop

1796 Henderson Hwy (in McIvor
Mall)
Winnipeg, MB R2B 1P3
Tel: 204-338-4697

Web: <http://www.omasbakeshop.com/>

Frigs Natural Meats & More

3515 Main St.
West St. Paul, MB.
Tel: 204-334-9430
Web: <http://frignaturalmeats.ca/>
GF sausages and meat products

Tenderloin Meat & Sausage

1483 Main St.
Winnipeg, MB R2W 3V9
Tel: 204-582-2280
GF sausages and meat products

M&M Meat Shops

10 locations in Winnipeg:
730 St Anne's Rd, 2025 Corydon Ave,
1128 Henderson Hwy, 2230
McPhillips St, 1615 Regent Ave W
#825, 845 Dakota St, 1765 Kenaston
Blvd, 3143 Portage Ave, 2800
Pembina Hwy #108, 31 Lakewood
Blvd.
Web: <http://www.mmmeatshops.com/>
~150 gluten-free items
Has a book that contains ingredient
lists and identifies which ones are GF

Chocolate Zen Bakery

553 Osborne St South
Winnipeg, MB R3L 2B3
Tel: 204-287-2253
Fax: 204-284-3777
Web: <http://www.chocolatezen.ca/>

Organic Planet Worker Co-op

877 Westminster Ave
Winnipeg, MB R3G 1B3
Tel: 204-772-8771
Web: <http://www.organicplanet.coop/>

Organza Natural & Organic Market

230 Osborne St
Winnipeg, MB R3L 1Z5
Tel: 204-453-6266
Web: <http://organzamarke.com/>

Marvins Food Store

4-271 Grassie Blvd

Winnipeg, MB R2G 2L7

Tel: 204-425-0616

Cocoabeans Gluten Free Bakeshop

268 Tache Ave
Winnipeg, MB R2H 1Z9
Tel: 204-918-5313

Email:

betsy@cocoabeansbakeshop.com

Web:

<http://www.cocoabeansbakeshop.com/>

Pioneer Meat

SE 34-1-1W
Altona, MB R0G 0B0
Tel: 204-324-5454
GF sausages

Vita Health

8 locations in Winnipeg:
166 Osborne Street, 11 Reenders
Drive, 2211 McPhillips Street, 234
Donalda Ave, 2025 Corydon Ave, 845
Dakota Street, 3500 Portage Ave,
1765 Kenaston Blvd
Web: <http://www.vitahealthstores.ca/>

Gramma Carol's Gourmet Bulk & Health

240 Main St
Selkirk, MB R1A 1S2
204-785-8374

Appendix B

Audit: Prevention of Cross Contamination in the Production of Gluten Free Food Items

Facility: _____ **Date:** _____

Auditor (print): _____ **Day of Week:** _____

Instructions: Check “Yes” if activity was observed and completed appropriately; check “No” if activity was not observed or not completed appropriately and describe under “Comment”

Observation	Yes	No	Comment:
Education			
1. All staff handling gluten free food are educated on:			
1a. The importance of a gluten free diet			
1b. Preventing cross contamination			
1c. Reading food labels			
Storage			
2. Gluten free food items are individually wrapped and clearly labeled as gluten free			
3. A gluten free shelf or storage space is designated and labeled in the fridge, freezer and dry storage area			
4. Gluten free foods are stored above foods that contain gluten			
Preparation			
5. Hands are washed prior to contact with gluten free foods during assembly, production and packaging			
6. All foods are checked to ensure they are gluten free prior to use			
7. Gluten free meals and snacks are prepared before preparation of other foods containing gluten			
8. Steps of gluten free meal preparation from assembly to packaging are completed consecutively to prevent cross contamination			
9. No other foods are handled during the preparation of gluten free foods			
10. Work surfaces are cleaned and sanitized prior to and after preparation of gluten free foods			
11. All utensils are cleaned and sanitized prior to and after preparation of gluten free foods			
12. Equipment is labeled and designated only for gluten free foods including a toaster, cutting boards and wooden utensils			
13. Separate condiment containers (e.g. butter, jam, mayonnaise, ketchup), or individual packets of condiments are used for the preparation of gluten free foods			
14. During preparation, all containers containing gluten are closed			
15. Fresh water is used for boiling, poaching and steaming gluten free foods			
16. Gluten free foods are baked/cooked in non-convection ovens			
17. While baking/cooking in oven, gluten free foods are placed on top rack above other foods containing gluten			

Appendix B

Distribution			
18.	All gluten free meals, snacks and utensils are stored in a designated gluten free area on each unit and are clearly labeled		
19.	All staff wash their hands prior to delivering gluten free meal to resident		
20.	For snacks and special events, all ingredient labels are checked prior to being given to resident		
21.	Resident dining area is cleaned and sanitized before and after each meal		
22.	All counters, tables and equipment are cleaned and sanitized before and after each meal		
23.	Employees are attentive at meal time, snack time and special events to ensure no sharing of food between residents		
24.	Before baking or cooking on a unit, a dietitian is contacted		