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Local arrangements for the Provision of Equipment in Care Homes

Review date April 2017

The Integrated Community Equipment Service is commissioned by Herefordshire Council and Herefordshire Clinical Commissioning Group

Definitions

A) The Care Quality Commission (CQC) recognises two types of care home:

- Care Homes with Nursing (sometimes referred to as Nursing Homes)
- Care Homes (sometimes referred to as Residential Homes)

For the purpose of this document, the generic term “care home” applies to both categories and uses lower case letters. Where the document refers to a specific category, capital letters are used, i.e. Care Home or Care Home with Nursing.

B) The term “ICES”, or “Integrated Community Equipment Service” also includes individual parts of the Service, such as the Community Equipment Store, unless otherwise specified.

Purpose and background to this document

This document is designed to promote understanding between care homes, Herefordshire ICES, social care and health professionals.

The Integrated Community Equipment Service undertakes to provide equipment items on loan to meet an eligible assessed need.

These are normally supplied to the Service User’s home address, or their usual place of residence. From time to time, the ICES is also asked to provide equipment for people who live in care homes. This document seeks to clarify the circumstances under which ICES will provide certain items on loan (some will always be the responsibility of the care home) and also provides guidance on where responsibility for assessment and provision lies. *See appendix i.*

The Care Standards Act 2000 requires that homes - whether providing a long term placement, short-term rehabilitation, nursing care or a specialist service – are successful in achieving their stated aims and objectives. Each home must produce a statement of purpose and service user guide setting out its aims and objectives and the range of facilities and services it offers to people who use the service. The main purpose of this is to help people make an informed choice about whether the home is suitable for them and will be able to meet their needs. Inspectors will use the statement of purpose to assess whether the home’s claims about how it will meet people’s needs are being fulfilled.

Care homes are expected to provide people who use the service with equipment in accordance with the national minimum standards for care homes:

- to meet the needs associated with the registration category of the home; and
- to meet the health, safety and welfare obligations for their staff and residents

and to ensure that unnecessary risks to the health and safety of people who use the service are identified and, as far as possible, eliminated. This means that they should have safe working practices in place for each person. Within these safe working practices every effort should be made to maintain or improve the individuals existing abilities, and encourage participation in the activity/task

It is expected that homes provide a range of equipment suitable to meet a variety of individual needs which would be relevant to the needs of the people they intend to accommodate as described in their statement of purpose. In providing this equipment, homes need to assess and take into account the varying needs of the people it will be used for, e.g. height and weight, ability to assist staff, and any other specific assessed need for an individual.

Care homes are expected to provide the standard equipment (as defined within this document) to fulfil their obligations to their residents, whether those residents are placed by Herefordshire Council or are privately funded.

Please note that where needs identified by the clinician are not being met, this may result in

- Safeguarding adults procedures
- Notification to the regulatory body

Working in partnership

There are areas where care homes and ICES can productively collaborate:

- Advice on equipment
- Advice about safe working practices
- Equipment loans for individual users, where agreed according to guidelines within this document

Care homes should be willing to help ICES by:

- Identifying when equipment is no longer required by a named resident and releasing it promptly for collection ;
- Informing the service promptly in the event of equipment breakdown;
- Notifying changes in end user arrangements for whom equipment has been loaned (e.g. hospitalisation; movement to another care home; client deceased)
- Ensuring that equipment is not being used by, or passed to, other residents

Supplying community equipment to a resident of a Care Home

Where the Service User is a resident of a Care Home, the following will be taken into consideration before there is agreement to supply a service:

- This the Service User's main (or only) place of residence; and
- The equipment requested for the sole use of that Service User; and
- The requested equipment is "non standard"

Non standard equipment may:

- Be specifically tailored in respect of design, size, weight; and
- Would not be capable of being utilised by another resident; or

Non standard equipment can be divided into one of the following categories:

- Bespoke equipment, designed or adapted for a named individual
- Be outside of the range of equipment the Care Home is expected, by its registration, to provide.

Equipment requirements will be assessed on individual need by the professional involved in the case and take account, for instance, of very tall, large or heavy residents although the need for bariatric equipment is seen as non specialised as these needs are increasing in the population . The equipment needs of people in Care Homes are not necessarily the same as people residing in their own homes, as there is access to professionally managed twenty-four hour care. Consideration will be given to the most appropriate and cost-effective method of meeting the assessed need.

The ICES will not supply items which it is reasonable to expect registered homes to stock as a part of their registration. For example, this would include most toileting and bathing aids; bed aids; manual handling equipment; low to medium level pressure cushions and mattresses; high chairs; riser and riser recliner chairs and so on, as indicated in appendix i.

Care Homes with Nursing

The Service does not lend equipment of any kind to Care Homes providing Nursing care. The equipment these homes are expected to provide will include hospital and profiling beds; static and dynamic pressure reducing and relieving overlays and replacement mattresses to maintain tissue viability.

Short Term equipment Loan

Care homes should not accept people whose assessed needs they are unable to meet. However, it is against the ethos of care to move people from their current setting if their new condition is short term. Where the absence of a particular piece of equipment in a care home is temporary and the provision of equipment would facilitate the discharge from an acute hospital bed, or enable the person to stay in the home, Herefordshire ICES may consider providing support if the care home is unable to purchase or rent the equipment. This will be on a case by case basis and prescribers will discuss this with ICES commissioners prior to any decision to supply.

Equipment is prescribed to individuals and remains linked to their care needs throughout. Should service users / patients care transfer to an alternative provider, who are commissioned for the provision of such equipment, accountability for the supply will transfer to the new provider. Professionals are required to support the recovery of equipment by ICES where such changes occur.

For further information, please refer to the ICES policy on moving equipment (appendix ii).

When the person using the service moves to another setting, or back home, the Community Equipment Store **must** be informed.

Needs of other residents

The Integrated Community Equipment Service will not supply items for use by a number of residents. Where such items are required, they are the responsibility of the Care Home.

Equipment must not be transferred between residents. It is essential for health and safety reasons that any item which is no longer needed is returned to the Community Equipment Store for cleaning and maintenance. Consideration should then be given to whether that item of equipment should be established as standard equipment for the care home.

Using and returning equipment

Equipment provided by the ICES will be for a named individual on a loan basis.

Equipment should be kept clean and maintained within the requirements set out by the Community Equipment Service. It should only be used as a part of a named individual's care plan.

The Service User and/or the Care Home is responsible for all equipment issued to them by the Community Equipment Store and the Service reserves the right to charge for replacements if any items are damaged or lost. Items which are no longer required should be returned to the Community Equipment Store.

Any equipment item belonging to the ICES which is faulty or otherwise not suitable for use must be notified to the ICES. Where the item is still required to meet the needs of the named individual, then ICES will arrange repair or, if this is not possible, provide a suitable replacement.

Equipment supplied by the ICES must be returned following the death or discharge of the Service User. A charge for full replacement cost will be administered for failure to comply.

When a person for whom equipment has been issued moves to an address outside Herefordshire and is no longer supported by either Herefordshire Council or Herefordshire CCG, all equipment issued for that individual must be returned to the Herefordshire Community Equipment Store and alternative arrangements made.

Appendix i

Item of equipment	Care Home with Nursing		Care Home		Comments
	Assessment	Funding	Assessment	Funding	
For administration of medicine					
For administration of oral medicine eg, measures, medication boxes	CH	CH	CH	CH	
For administration of rectal medication, eg, gloves	CH	CH	CH/DN	CH/NHS	
For administration of medication by injection	CH	CH	DN	NHS	
Syringe drivers and consumables	CH	CH	DN	NHS	
Bathing Equipment					
Range of bath boards and seats	CH	CH	CH	CH	Request OT assessment if specialist advice required
Electric/manual bath lift:	CH	CH	CH	CH	Request OT assessment if specialist advice required
Range of shower stools and chairs	CH	CH	CH	CH	Request OT assessment if specialist advice required
Beds					
General beds	CH	CH	CH	CH	
Standard hospital beds – variable height (2 part profiling)	CH	CH	CH/DN	CH	

Standard electric profiling (4 part)	CH	CH	CH or OT or DN	CH	CH may need to rent for short term need. OT or DN may wish to consult with ICES in exceptional circumstances on a case by case basis
Non-standard beds, eg, for people with complex treatment and care needs	OT or DN	CH NHS*	OT or DN	CH NHS*	CH may need to rent for short term need. OT or DN may wish to consult with ICES in exceptional circumstances on a case by case basis *Provided by Continuing Care where criteria is met
Bed Attachments for Risk Management					
Range of back rests	CH	CH	CH	CH	
Rope ladder	CH	CH	CH	CH	
Range of bed raisers	CH	CH	CH	CH	
Mattress variator – single	CH	CH	CH	CH	alternatively, care home to provide bed with this facility
Over bed trolley table	CH	CH	CH	CH	
Lifting pole	CH	CH	CH	CH	
Cot sides: Divan/Padded. hospital bed	CH	CH	CH	CH	
Dressing Equipment					
Stocking aid	CH	CH	CH	CH	
Tights aid	CH	CH	CH	CH	

Long-handled shoe horn	CH	CH	CH	CH	
Help with Feeding					
PEG feeding equipment (EL (95)5) and consumables	Dietician	NHS	Dietician	NHS	
For intravenous feeding	Dietician	NHS	Dietician	NHS	
Equipment, eg, plate accessories	CH	CH	CH	CH	Request OT assessment if specialist advice required
range of feeding equipment	CH	CH	CH	CH	Request OT assessment if specialist advice required
Environmental Support					
Helping hand	CH	CH	CH	CH	
Trolley	CH	CH	CH	CH	Refer to PT/OT if required
Perching stool	CH	CH	CH	CH	
Mobility Equipment	Eg walking frames/sticks – refer via GP for assessment by Physiotherapist & provision via WVT				
Mobility Equipment – Wheelchairs					
NB: Wheelchairs and accessories provided by wheelchair services for permanent and substantial usage. Short-term usage after trauma or short-term palliative care.	Non statutory / HHT or Wheelchair Services				
Wheelchairs					

Push wheelchairs, standard transit chairs, and wheelchair cushion	CH	CH	CH	CH	
Wheelchair Accessories					
Ramps	CH	CH	CH	CH	
Nursing Equipment					
Venepuncture equipment	CH	NHS	DN	NHS	
Syringes and needle	CH	CH	DN	NHS	
Catheterisation					
For management of catheterisation, eg, bag, stand, packs	CH	NHS	DN	NHS	
Dressings					
Prescribed Dressings	CH	NHS	DN	NHS	
Patient repositioning					
For lifting and manual handling under Health & Safety at Work Act, e.g. hoists, slings, transfer boards, glide sheets	CH	CH	CH	CH	
Standing turntable with handles	OT/PT/ CH	CH	OT/PT/CH	CH	
Standing hoist	OT/CH	CH	OT/CH	CH	

Mobile hoists	OT /CH	CH	OT/CH	CH	
Non-standard sling	OT /CH	CH	OT/CH	ICES	Non standard slings for specific individual use
Standing frames – (physiotherapist need)	PT (referral via GP)	CH/NHS	PT	CH/NHS	Note: Funding route needs to be discussed for individual cases
Other lifting equipment, e.g. lifting cushions, such as Elk	CH	CH	CH	CH	
Prevention Therapy and Management of Pressure Sores					
Mattresses: replacement					
Static replacement – modular foam, at risk (Propad type)	CH	CH	CH	CH	
Air alternating cell replacement. High risk & up to Grade 2 pressure ulcer (AlphaXcel type)	CH	CH	DN	CH/ICES	
Mattresses: replacement					
Foam: at risk	CH	CH	DN	CH	CH to provide if it's a long term placement.
Foam: high/very high risk & up to Grade 2 pressure ulcer. (Softform & Softform Superior type)	CH	CH	DN	CH/ICES	Where CH is unable to provide for high to very high risk (e.g. Softform Superior), ICES <u>may</u> provide. To be considered on a case by case basis

Mattresses: Dynamic					
Alternating pressure mattress replacement. Very high risk or Grade 3-4 pressure ulcer (e.g. Nimbus 3)	CH	CH	DN	ICES	
Continuous Low Air Loss mattress. High/very high risk & are unable to tolerate alternating mattress (e.g. Clinirest)	CH	DH	DN	ICES	
Cushions with stretch vapour permeable cover					
Foam – at risk and no pressure ulcer (e.g. Propad type)	CH	CH	DN	CH	
Foam/gel – at risk and pressure ulcer present (e.g. Transflo), or high to very high risk (e.g. Flotech Image or Plus for high risk and Solutions for very high risk).	CH	CH	DN	ICES	
Respiration					
For maintenance of respiration, eg, suction units	CH	CH/NHS	Respiratory Nurse team	NHS (continuing care)	
Oxygen therapy	GP/Consultant	NHS	GP/Consultant	NHS	
Nebulisers and humidifiers	GP/Consultant	NHS	GP/Consultant	NHS	

Resuscitation equipment (eg mouth to mouth)	CH	CH	CH	CH	
Seating					
Range of standard chairs	CH	CH	CH	CH	
Non-customised seating, eg, riser chairs, recliner chairs,	CH	CH	CH	CH	Request OT assessment if specialist advice required
Adult's complex seating: eg, postural chairs – kirton, symmtrikit	OT/CH	CH	OT	CH/ICES (To be considered on a case by case basis)	
Chair blocks and raisers	CH	CH	CH	CH	
TeleCare					
Range of alarms	Consider on case by case basis in liaison with telecare co-ordinator	Consider on case by case basis in liaison with telecare co-ordinator	Consider on case by case basis in liaison with telecare co-ordinator	Consider on case by case basis in liaison with telecare co-ordinator	
Range of monitoring equipment	Consider on case by case	Consider on case by case basis in liaison	Consider on case by case basis in liaison with telecare co-	Consider on case by case basis in liaison with telecare co-	

	basis in liaison with telecare co-ordinator	with telecare co-ordinator	ordinator	ordinator	
Toileting					
bed-pan	CH	CH	CH	CH	
Range of commodes:	CH	CH	CH	CH	
Toilet seats: standard raised 2", 4", 6"	CH	CH	CH	CH	
Urinals/bottles	CH	CH	CH	CH	
Urinals/bottles: non-return valves	CH	CH	CH	CH	
Continence pads	CH	CH	DN	NHS	
Commodes: bespoke	CH/OT	CH	OT	ICES	To be considered on a case by case basis

ALL EQUIPMENT PROVISION FROM ICES IS SUBJECT TO ELIGIBILITY CRITERIA

Key:

CH Care Home

OT Occupational Therapist

DN District Nurse
NHS Health provision
ICES Integrated Community Equipment Service (Community Equipment Store)

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Herefordshire Integrated Community Equipment Service Management of requests to move equipment

The Integrated Community Equipment Service (ICES), through its Community Equipment Store (CES), provides items of equipment on loan to prevent admission, facilitate speedy discharge and to help maintain independence.

Equipment is issued for use at the Service User's home address, or their usual place of residence. It will normally be placed, ready for use, where indicated by the Assessor, or by the Service User and their family or carers.

From time to time, the Community Equipment Store is asked to move large items of equipment from the position in which they were originally placed.

In particular, these requests relate to beds, which may have to be dismantled before being moved. For health and safety reasons, this **must** be carried out by a trained person, approved by the CES. The Herefordshire ICES cannot be held responsible for any accident or adverse incident occurring through unauthorised movement of its equipment. The Service User will be liable for the cost of any damage caused in this way.

Most requests to move beds and other large items relate to

- a) moving to another room within the same premises
- b) moving house

In both instances, there can be a number of reasons for the move. These may be related to the needs of the Service User, or may be for other purposes.

Each request will be considered on its merits by the Commissioner and, where possible, **within normal working patterns**, the CES will undertake the move if this is essential for the Service User's health or well-being.

The CES may require confirmation from an Occupational Therapist or District Nurse that this move is essential and appropriate.

Such moves will be charged for as per the contract – charge for collection and charge for delivery – with 5 days notice. Movement of equipment must not be requested for same day or next day delivery there must be a planned move carried out to cap charges made by the provider

Please note that adequate notice must be given at all times and that Herefordshire ICES is unable to fund any movements of equipment retrospectively.

Equipment provided on loan remains the property of Herefordshire ICES at all times and the CES must be informed of any change in address.

All loans of beds will be accompanied by a copy of this policy.