



**To be incorporated into Overarching Agreement with CARE HOMES**

**Policy for the Provision of Community Equipment in Care Homes**

## Contents

	<b>Page</b>
<b>1. Introduction</b>	<b>3</b>
<b>2. Fit for purpose</b>	<b>3</b>
<b>3. Responsibilities of Care Home providers</b>	<b>4</b>
<b>4. Community Equipment Service guidelines</b>	<b>5</b>
<b>4.1 Reassessment Process</b>	<b>5</b>
<b>5. What is available through an assessed Prescription and individual prescriptions?</b>	<b>5</b>
<b>6. Replacement of equipment by Care Homes</b>	<b>6</b>
<b>6.1 Specific recommendations for pressure relieving equipment</b>	<b>6</b>
<b>7. “Special” (Bespoke) equipment</b>	<b>6</b>
<b>8. Bariatric equipment</b>	<b>7</b>
<b>9. How to return CES equipment</b>	<b>7</b>
<b>10. FP10 Prescriptions</b>	<b>7</b>
<b>11. Arrangements for Provision of Community Equipment</b>	<b>8</b>
<b>12. Equipment NOT provided by the Community Equipment Service (CES)</b>	<b>12</b>
<b>References</b>	<b>13</b>

## **1. Introduction**

The purpose of this document is to clarify the responsibilities for providing equipment between the National Health Service (NHS), Devon County Council, Adult & Community Services and Care Homes – including those that offer Nursing Care. This procedure has been developed to give guidance and clarity for clinicians and homeowners on the provision of equipment.

This document should be read in conjunction with The Department of Health (2004) “Community Equipment and Care Homes”, and “Community Equipment and Care Homes – Appendix F”

The Department of Health “Care Homes for Older People National Minimum Standards” (2003) sets out the minimum core standards, which apply to all Care Homes providing accommodation with personal care for older people and/or nursing care. Reference in this Agreement to Care Homes (Personal Care) and Care Homes (Nursing Care) relate respectively to the past terminology associated with Residential and Nursing Homes.

There are many different terms used by different organisations for the people who live in Care Homes. For the purposes of this Agreement the term “Resident” is used.

## **2. Fit for purpose**

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 to enable inspectors to assess whether a Home is meeting the needs of the Residents. For example if the Home declares that it caters for the needs of people with physical disabilities in order to be “fit for purpose” it must have good wheelchair access and a range of equipment which is likely to be needed by people with physical disabilities. If a Home declares that it provides for the needs of people with dementia, it will need to make clear how this is done e.g. staff training, structured activity, décor and signage which would be helpful to people with dementia. A Home, which provides nursing care must employ registered nurses and have the range of equipment, needed to care for people with nursing needs. *(See page 1 and 2 of “Community Equipment and Care Homes” ( 2004))*

### **3. Responsibilities of Care Home Providers**

All equipment must meet requirements of:

- 1 Health & Safety at Work Act (1974) which requires employers to provide suitably maintained equipment, staff training and supervision, and a safe working environment. It is the employees' responsibility to follow instructions and to ensure their own safety and that of others at all times. The Management of Health and Safety at Works Regulations (1992) requires employers i.e. a registered Care Home Manager to ensure risk assessments are carried out and that risks are reduced as far as possible
- 2 The Lifting Operations and Lifting Equipment Regulations (1998) - LOLER
- 3 The Provision and Use of Work Equipment Regulations (1998) - PUWER
- 4 The Manual Handling Operations Regulations (1992) which relate to Manual handling needs of staff and Residents
- 5 The Care Standards Act (2000) which requires that the health, safety and welfare of Residents and staff are promoted and protected. It is the responsibility of the registered manager to ensure that all working practices are safe. This includes infection control, moving and handling, fire safety, first aid and food hygiene. In order to ensure no cross infection, the Community Equipment Service (CES) should be asked to collect equipment from a Resident's home address when they move permanently into a Care Home or if a temporary placement requires equipment loaned and available at their private address. Equipment should not be taken into a Care Home from a Resident's home address without authority from the care manager or other Trust staff member authorising the placement.

#### **4. Community Equipment Service Guidelines**

In accordance with the requirement to be “fit for purpose” it is expected that Homes will provide a range of different types of equipment to meet a variety of individual needs. Account must be taken of variations in height, size, width and weight of Residents. (See page 6 of “Community Equipment and Care Homes” (2004))

Facilitating discharge and facilitating placements “Community Equipment and Care Homes” (2004) clearly states that Homes should not accept a Resident whose assessed needs they are unable to meet. However, where the absence of a particular piece of equipment in a Home is temporary and the provision of the equipment would facilitate a discharge from a hospital bed, or the Resident to stay in the Home or facilitate a placement then equipment loans may be considered (under the following criteria);

**The equipment may be loaned for a period of no more than 6 weeks unless written agreement to extend that period has been provided following a re-assessment (see notes below about the re-assessment process).**

The prescriber of the equipment must authorise the loan with the full agreement of the person with delegated responsibility within their Team to agree such matters and put in place regular reviews of the Resident’s needs. If the responsibility for the Resident moves from one team to another, then a review process must be established.

It is important that the Care Provider understands its responsibility for provision of the equipment to meet the needs of the Resident who has been placed with them. Where a temporary loan arrangement has been authorised, at the end of week 5, the Care Provider will need to be contacted to make final arrangements for replacement of loaned equipment and preparation to return the loaned equipment to the CES store.

#### **4.1 Reassessment Process**

In exceptional circumstances it may be possible to extend the temporary loan beyond 6 weeks but only if approved by an authorised Prescriber and on a week-by-week basis. All such extensions will be in writing and detail the reason for the extension. The Care Provider must arrange for collection by the CES Provider at the end of the loan period or any authorised extension or risk being invoiced for any charges ensuing for continued use. (See pages 6, 7 and 12 of “Community Equipment and Care Homes” (2004))

#### **5. What is available through an assessed prescription and individual prescriptions?**

Some items can be supplied directly to the Resident for their own use. (See pages 4, 5 and 6 of “Community Equipment and Care Homes” 2004))

## **6. Replacement of equipment by Care Homes**

Care homes should consider the following recommendations when new equipment purchases need to be made. Consideration must be given to replacing with a variety of models to meet different needs.

- Electric or manual profiling beds can meet Resident and care worker needs
- Chairs and commodes should be offered in a variety of heights, and widths
- Chairs with wooden ended arms, are easier for pushing up from sitting to standing and are more durable than upholstered arms
- Commodes with removable arms allow for sideways transfers, they maybe wheeled or static, and weight limits should be considered
- Height adjustable commodes allow Resident needs to be met
- Electric hoists allow for greater ease of use than manual models
- Bath hoists with reclining backs can be more comfortable for Residents
- Consider integral weighing scales when replacing hoists

### **6.1 Specific recommendations for pressure relieving equipment**

- Two way stretch waterproof mattress cover, with covered zips, must be removable and able to be laundered.
- Clear operating instructions for clinical staff.
- In house training provided for simple maintenance. Specifications provided for company maintenance.
- CPR facilities required if necessary.
- Securing straps.
- Remains inflated in the event of electrical power failure for a minimum of 12 hours; ideally best practice is for 24 hours.
- Protocols regarding storage.
- Built in alarms systems audible and visual for power failure, pump failure and mattress failure.
- Pressure relieving equipment stated life expectancy is 10 years with 2 years company warranty and guarantees supplied.
- Dimensions of mattress must fit the requirements of the bed already in use.
- Consideration should be given to a mattress that highlights a recommended upper and lower weight limit.
- Automatic change from static mode
- Decontamination / cleaning instructions
- 24 hour help line

## **7. “Special” (Bespoke) equipment**

It is expected that the Home will have a variety of equipment to meet most needs, however there will be a very small number of Residents who may need a piece of equipment to be made or purchased to meet their needs. In these circumstances it would be possible to have an assessment by an accredited equipment prescriber to ensure that equipment was suitable. (See pages 2 and 6 of “Community Equipment and Care Homes” (2004))

This equipment will be provided by CES for the Resident's assessed bespoke needs and will not be used for any other residents and returned to CES when no longer needed. There is no time limit on how long this special bespoke equipment can be used by the Resident to meet their needs, but there must be clear accountability to review and assess the Resident's needs if they change.

### **8. Bariatric equipment**

It is important to consider the weight of a Resident in relation to the upper weight limits on equipment. Manufacturers' specifications vary and safe working loads should be checked against manufacturers' specifications.

As an example bed frames, mattress and hoists, all need to be capable of taking the weight of the resident.

### **9. How to return CES equipment**

Equipment delivered by the CES is for a Resident following an assessment of their needs. They will need to meet the Fair Access to Care Services or Health criteria to be issued with equipment. That equipment must not be given to other Residents. If for any reason they no longer require the equipment then the equipment must be returned to the CES store by arranging collection from the Community Equipment Service tel (01392) 204144, e-mail CESDevon@nhs.net.

### **10. FP10 Prescriptions**

Items ordered on FP10 prescription can only be given to the Resident for whom they were prescribed.

Failure to do this would be in breach of this Agreement and the Standard Terms and Conditions of the Contract under which the Care Home contracts with DCC or NHS.

## 11. Arrangements for Provision of Community Equipment

The table below forms part of the Devon County Council Adult & Community Services (ACS), Devon NHS Primary Care Trust (DPCT) and Northern Devon Healthcare Trust (NDHCT) local provision of equipment in Care Homes. The table indicates what equipment is provided by each organisation including the Community Equipment Service. Bespoke equipment, specialist, or unusual equipment may be prescribed following assessment by Health or Social Services assessor(s), or others e.g. Tissue Viability Specialist.

**CES = Provided by Devon Community Equipment Service**

**EMC/PDSC = Provided by Exeter Mobility Centre or Plymouth Disability Service Centre (wheelchairs)**

Equipment type	Provision by			Comments
	Care Home (Personal care)	Care Home (Nursing)	Other	
<b>Bathing Equipment</b>				
Range of bath seats	YES	YES		
Range of bath boards	YES	YES		
Electric/manual bath lift	YES	YES		
Range of shower stools	YES	YES		
<b>Standard Beds / Chairs / Mattresses</b>				
Range of standard chairs	YES	YES		
Range of domestic beds	YES	YES		
Standard hospital beds, variable height, may include integral cot sides, over-bed lifter	YES	YES		
Standard electric profiling beds	YES	YES		Care Homes (Nursing) should provide all. In exceptional circumstances loans up to 6 weeks will be considered (see section 4.1).
Non-standard electric profiling beds. e.g. bariatric equipment for people with complex needs. equipment	NO	NO	CES	Only following an assessment by a Health or A&CS professional.
Range of back rests	YES	YES		
Rope ladder	YES	YES		
Range of bed raisers	YES	YES		

Equipment type	Provision by			Comments
	Care Home (Personal care)	Care Home (Nursing)	Other	
Mattress variator - single	NO	YES	CES	Only following an assessment by a Health or A&CS professional.
Bed levers	YES	YES		
Divan padded / hospital bed cot sides / Breathable Bumpers	YES	YES		Professional Risk Assessment needed - Care Home must document.
<b>Chair Raising Equipment</b>				
Range of standard chairs	YES	YES		
Chair blocks and raisers	YES	YES		
<b>Dressing Equipment</b>				
Stocking aid	YES	YES		
Tights aid	YES	YES		
Long-handled shoe horn	YES	YES		
<b>Seating</b>				
Seating, e.g., riser chairs, recliner chairs, winged chairs	YES	YES		
Adult's complex seating: e.g. bespoke chairs	NO	NO	CES	Only following an assessment by a Health or A&CS professional.
Wheelchairs (and accessories) for permanent and substantial usage by a named individual	NO	NO	EMC or PDSC	Following prescription by accredited therapist. Wheelchair user must be able to use wheelchair for mobility, not as an alternative to seating provision by Home
Attendant propelled wheelchairs for transit	YES	YES		Variety of sizes will be needed.
Attendant and self propelled wheelchairs for use after trauma, or short-term palliative care, for transit in care home	YES	YES		Variety of sizes will be needed.
Ramps	YES	YES		
Wheelchair cushions for communal wheelchairs	YES	YES		

Equipment type	Provision by			Comments
	Care Home (Personal care)	Care Home (Nursing)	Other	
<b>Help with Feeding</b>				
Equipment, e.g. plate accessories, non-slip mats	YES	YES		Professional assessment available but not supply
Range of feeding equipment e.g. large handled cutlery	YES	YES		Professional assessment available but not supply
<b>Environmental Support</b>				
Helping hand	YES	YES		Reflect community arrangements for Intermediate Care beds in Homes.
Trolley	YES	YES		
Perching stool	YES	YES		
<b>Mobility Equipment</b>				
Adjustable walking stick	NO	NO	CES	
Fischer walking stick	NO	NO	CES	
Walking frames	NO	NO	CES	
Wheeled indoor walking frames	NO	NO	CES	
Walking frame alpha	NO	NO	CES	
Walking frame gutter	NO	NO	CES	
Crutches	NO	NO	CES	
Gutter crutches	NO	NO	CES	
Delta rollator	NO	NO	CES	
Rollator-type walker	NO	NO	CES	
Standing frame	NO	NO	CES	
Mobility equipment for bariatric users	NO	NO	CES	Only following an assessment by a Health or A&CS professional.
<b>Toileting</b>				
Bed-pan	YES	YES		
Toilet seats: standard raised 2", 4", 6" + toilet frames	YES	YES		
Urinals/bottles and non return valves	YES	YES		
Range of commodes	YES	YES		

Equipment type	Provision by			Comments
	Care Home (Personal care)	Care Home (Nursing)	Other	
Commodes: bespoke	NO	NO	CES	Only following an assessment by a Health or A&CS professional.
<b>User Repositioning</b>				
Weighing scales either integral with hoists or other	YES	YES		Provision to weigh all Residents must be made. CES have wheelchair weighing scales for hire.
For lifting and manual handling under Health & Safety at Work Act, e.g. hoists, standing hoists, slings, transfer boards, glide sheets	YES	YES		
Standing transfer aid	YES	YES		
Non-standard sling	NO	NO	CES	Only following an assessment by a Health or A&CS professional.
Standing frames	NO	NO	CES	Only following an assessment by a Health or A&CS professional.
<b>Pressure Redistribution Equipment to prevent and manage pressure ulcers</b>				
<b>Basic Mattresses</b>				
Foam replacement mattress with two way stretch water vapour permeable cover	YES	YES		
<b>Alternating Mattresses (Intermediate)</b>				
Mattress overlay	NO	YES	CES	
<b>Alternating Mattresses (Critical)</b>				
Full replacement alternating pressure mattresses	NO	YES	CES	Mattresses that are above the critical level need to be assessed by the specialist Tissue Viability nurses and funding identified for provision

Equipment type	Provision by			Comments
	Care Home (Personal care)	Care Home (Nursing)	Other	
<b>Specialist Mattress/Bed Systems</b>				
that are above the critical level need to be assessed by the specialist Tissue Viability nurses and funding identified for provision	<b>NO</b>	<b>NO</b>	<b>CES</b>	Specialist equipment to be assessed by the Tissue Viability nurses
<b>Cushions</b>				
Foam for at risk/low risk	<b>YES</b>	<b>YES</b>		
Foam/gel for medium/high risk	<b>YES</b>	<b>YES</b>		
Foam/gel/clay/air for high / very high risk	<b>NO</b>	<b>YES</b>	<b>CES</b>	
Dynamic alternating systems: electric cushions	<b>NO</b>	<b>YES</b>	<b>CES</b>	
Pressure reducing / relieving cushions for use in wheelchairs	<b>NO</b>	<b>YES</b>	<b>EMC / PDSC</b>	

## **12. Equipment NOT provided by the Community Equipment Service (CES)**

Medical items can be ordered on NHS prescription for individual use.

The following guide is a general list of what is not provided. This is not an exhaustive list.

- Medication – oral, rectal, intravenous injection
- Syringe drivers
- Dressings & bandages
- Syringes, needles & sharps boxes
- Continence products
- Catheters
- Nutritional supplements – PEG feeds etc
- Stoma care products
- Skin creams & emollients
- Hosiery
- Tracheotomy equipment
- Blood/urine testing equipment
- Respiration equipment

- Sensory equipment – for hearing & visual impairment
- Environmental controls
- Sleep systems
- Communication aids – for speech and language
- Wheelchairs
- Orthotics and prosthetics

### **References:**

The Department of Health (2004) “Community Equipment and Care Homes” ([www.changeagentteam.org.uk](http://www.changeagentteam.org.uk))

The Department of Health (2004) “Community Equipment and Care Homes – Appendix F” ([www.changeagentteam.org.uk](http://www.changeagentteam.org.uk)).

The Department of Health (2003) “Care Homes for Older People National Minimum Standards” ([www.dh.gov.uk/assetRoot/04/05/40/07/04054007.pdf](http://www.dh.gov.uk/assetRoot/04/05/40/07/04054007.pdf))

The Care Standards Act (2000) ([www.opsi.gov.uk](http://www.opsi.gov.uk))

Health & Safety at Work Act (1974) ([www.opsi.gov.uk](http://www.opsi.gov.uk))

The Management of Health and Safety at Works Regulations (1992) ([www.opsi.gov.uk](http://www.opsi.gov.uk))

The Lifting Operations and Lifting Equipment Regulations (1998) – LOLER ([www.opsi.gov.uk](http://www.opsi.gov.uk))

The Provision and Use of Work Equipment Regulations (1998) – PUWER ([www.opsi.gov.uk](http://www.opsi.gov.uk))

The Manual Handling Operations Regulations (1992) ([www.opsi.gov.uk](http://www.opsi.gov.uk))