

Support at Home & Reablement service	Extra Care Housing	OA Day Service	OA Residential Service	DMH Day Services	DMH Supported Living	DMH Residential Services	EIA'd
x	x	x	✓	x	x	✓	✓

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Equipment in Care Homes

This document aims to provide guidance around when it is appropriate to provide equipment to residential care home service users.

Cumbrian citizens who are ordinarily resident in Cumbria and who are assessed as needing a care home placement, residential or nursing, via Adult Social Care are placed using an agreed contract. The agreed contract documents clearly state that care homes should provide a range of equipment to suit their customer needs as identified in their Statement of Purpose. This contract is dated May 2018. The contract also says the Community Equipment Service (CES) will assist in providing equipment on loan for use by an individual when the need falls outside of the home's provision but it is not responsible for the general provision of equipment.

Self-funding service users may also have a contract or terms and conditions directly with the care home but these may differ from care home to care home. However, if the placement is with a care home owned by Cumbria Care the agreed contract will be the same as those being placed via Adult Social Care.

People placed outside of the county -for individuals who are either placed to meet a specific need or who choose to live out of county for other reasons, i.e. to be near family remain the responsibility of Cumbria under the Ordinary service user guidance. This means that bespoke equipment needs will continue to be met by Cumbria. In turn, non-Cumbrian service users who either choose to move to or are placed in a Cumbrian care facility by another authority remain the responsibility of the assessing authority rather than the host authority.

Customers Moving into a Care Home

Customers moving into a care home should have their equipment needs taken into account as part of the assessment process. If equipment has already been provided in their own home and is a standard provision, then arrangements should be made with CES to have the equipment collected prior to the move taking place. If the equipment is a standard provision but the care home does not have the same or a similar item available, arrangements can be made for the customer to move with the equipment where it can be loaned free of charge for a period of up to 4 weeks whilst a replacement is acquired either by the care home or customer. This arrangement will be in agreement with the CES Manager who will send a letter to the care home outlining the arrangements for the temporary loan. The care home must be in agreement to this and a contributing factor to the decision making will include infection control risks.

Customers who have more complex needs and who have been provided with a bespoke piece of equipment may need to transfer with their equipment where it will continue to be provided for long term use. The equipment will still be on loan and will not be available for the use of other service users. This is likely to be the case for complex bespoke postural seating where the chair will have been made to measure with specific modifications which cannot be adjusted to meet a range of other customer's needs. This may also be the case for non- standard sleep equipment such as plus size or extra-long/wide beds. Arrangements for the transfer of the equipment must be agreed with either the Occupational Therapy Manager or the

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Nursing Locality Lead. CES can assist with the moving and reassembling, where appropriate, of this equipment.

Residential Care Homes

Residential care homes are expected to provide standard equipment which will support their customer needs, and which will enable their staff to deliver care. It is expected that equipment to support moving and handling is ordinarily provided by the care home and would include items such as mobile hoists, standard slings, patient movers/lifts and height adjustable beds.

Equipment to support the management of pressure care such as mattress overlays, high risk replacement mattresses and dynamic (airflow) mattresses and equipment to specifically support the delivery of nursing tasks will ordinarily be provided via the District Nursing team. If nursing intervention ceases, then arrangements must be made via CES for the equipment to be returned. Alongside this a step-up, step-down approach should be adopted wherever possible to support the appropriate level of pressure care management. When a customer's needs improve it is not unreasonable to expect equipment, particularly dynamic pressure care items, to be exchanged for a mattress with a lower specification.

Assessments for the provision of equipment will continue to be supported by the relevant Occupational Therapy/Nursing professional.

Further details of equipment provision responsibilities are detailed in the table at the end of this document.

Respite Care

Customer's equipment needs should form part of the respite care assessment and ordinarily the customer will be placed in/advised to use a respite facility that can support all of their needs including equipment requirements. If the customer is already in receipt of loan equipment in their usual place of residence it cannot be automatically assumed that the equipment will be provided in the respite care placement, and this should be considered carefully.

If there is an identified need to transfer temporarily with the equipment this should be agreed with the relevant OT/Nursing Locality Lead and the CES Lea/Service Manager. In these cases, where possible, arrangements will be made for a replacement item to be provided directly from CES to support infection control and to minimise disruption to the CES service. If the equipment is bespoke and no alternative is available through CES, arrangements must be made to facilitate the collection and delivery to the care home and subsequent collection and return to the customer home in advance of the commencement of the respite placement. Equipment will normally be available from CES to support crisis management however this will be dealt with on a case-by-case basis in discussion with the CES Lead Manager.

Visitors/Temporary Service users

There are occasions when visitors to Cumbria may require an urgent residential placement. These should be dealt with as detailed in the Respite Care section.

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Equipment Review

It is important for prescribers to ensure that equipment in care homes is reviewed on a regular basis to ensure equipment is relevant and continues to meet the assessed need. It is also important to prevent homes from swapping equipment to other customers, particularly in the instances where an existing customer has died or left the home. Every customer who has been issued with equipment, (that has been issued by an Occupational Therapist or Nurse), should remain an active case and should continue to have a care manager assigned to undertake the review on a regular basis.

As detailed above a step-up, step-down approach should be adopted wherever possible to ensure customers are provided with equipment that meets their needs, that promotes independence and, where appropriate, reduces reliance.

Equipment in Residential Homes

This document sets out the Council's and NHS Cumbria's requirements in relation to the provision of equipment within care homes in Cumbria and is based on guidance from The Department of Health document integrating community equipment services - 'Community Equipment & Care Homes October 2004.'

A5.1 Identifying Service users Equipment Requirements (Assessment)

A5.1.1 Prior to becoming a Resident in the Home the "Placing Practitioner" (ASC Practitioner or Health professional) is responsible for ensuring that an Assessment is completed identifying the Resident's equipment requirements.

A5.1.2 Where a prospective Resident is unknown to ASC and/or Health (e.g. private/self-funded) the Provider shall request an Assessment from the relevant practitioner/professional.

A5.1.3 The Provider shall ensure that a Resident has access to the appropriate equipment identified in the Assessment to meet their individual requirements prior to entering the Home.

A5.1.4 The Ordinary Residence rules apply, see The Care Act 2014

A5.2 Review/Reassessment

A5.2.1 The Provider shall ensure that the equipment is fit for purpose, and meets the Resident's needs

A5.2.2 Where further advice/support is required the Provider shall request a review or reassessment of a Resident's equipment as follows:

- a) At least annually if equipment has been provided through CES and is currently in use, and
- b) if a Resident's equipment requirements have changed in relation to the original Assessment.

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A5.3 Risk Management

A5.3.1 The Provider is responsible for managing the risk to Service users and Staff in the use of equipment. The Provider shall manage equipment risks based on:
a) the requirements of Health and Safety at Work legislation. b) information from the equipment supplier, and c) from the Medicines and Healthcare Products Regulatory Agency (MHRA)

A5.3.2 The Provider shall ensure that all Service users have access to the appropriate equipment to meet their individual requirements.

A5.3.3 The Provider shall ensure that all equipment is used in accordance with manufacturer instructions and Staff involved in supporting Service users in the use of their equipment have received appropriate training/technical instruction and are able to support the Resident safely prior to using the equipment.

A5.3.4 The Provider shall ensure that Service users receive appropriate training/instruction in the use of equipment that they are using.

A5.3.5 The Provider shall keep a record of any instruction received and delivered in relation to the above requirements.

A5.4 Provision of Equipment

A5.4.1 General Provision - In accordance with The Department of Health Guidance and to meet a Resident's requirements the Provider shall provide equipment of the type that would usually be required by the Home as part of its registered service and general provision Statement of Purpose relating to its CQC Registration.

A5.4.2 The Community Equipment Service (CES) is a jointly commissioned service by ASC and NHS Cumbria to provide (loan) equipment into the community including care homes and nursing homes in Cumbria. The table in clause A5.7 Equipment types identifies items of equipment that may be obtained via CES depending upon whether the Provider is delivering a residential service (Residential Home) or a residential with nursing service (Nursing Home.)

A5.4.3 Equipment will not be provided by CES if ASC or NHS Cumbria considers that it is standard equipment for the registered service. However, in the circumstances where a Provider is unable to provide items of equipment for which it is responsible, it may be loaned, on an exceptional basis, through CES. NB. Loans will be free of charge for a period up to 4 weeks, on the fifth week the Provider will be invoiced for 100% cost of the item as new and will receive a 50% credit on return of the item to CES.

Service user's equipment needs will be assessed on an individual basis in accordance with the Care Act 2014. Any equipment recommended or provided should be used in conjunction with the resident's care plan

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A5.5 Accessing equipment via CES

A5.5.1 Where an Assessment identifies the need for non-standard/specialist equipment the Placing Practitioner will: a) arrange the loaned provision from CES to the Provider b) confirm loan period i.e. long term or short term (1-3 months) c) demonstrate safe use of equipment to the Provider's nominated Staff for cascade training to other relevant staff d) make arrangements for the equipment to be maintained and serviced where necessary.

A5.5.2 The Provider shall:

- a) Clarify ownership and arrangements for equipment when a Resident is first admitted to the Home.
- b) Clarify arrangements for returning equipment when it is no longer required by the Resident.
- c) be responsible for all charges associated with relocation of equipment within the Home in the event that a Resident is transferred to an alternative room.
- d) Identify when equipment is no longer required and release it promptly for collection.
- e) Inform the Adult Social Care Practitioner or Health Professional of changes in Service users' needs.
- f) Inform the CES service promptly in the event of need for maintenance, replacement or breakdown of CES equipment.
- g) Notify relevant parties of changes in Resident accommodation arrangements for whom equipment has been loaned (e.g. hospitalisation, movement to another Home.)
- h) meet the cost of all repairs arising from negligence, damage, or inappropriate use and the cost of replacement if it is lost. (All repairs and maintenance of loaned equipment will be co-ordinated and carried out by CES through the relevant contractor.)
- i) ensure equipment is kept in a clean condition and be responsible for the day-to-day operational cleaning/disinfection of equipment in accordance with manufacturer or supplier instructions.
- j) ensure that any equipment provided on loan from CES is prescribed for the sole use of the named Resident.

A5.5.3 The Provider shall not permit the use of this equipment for any other Resident.

A5.5.4 Where bespoke slings are provided for an individual resident they will be gifted to the home for that person's exclusive use. The responsibility of the LOLER and PUWER compliance will be transferred to the home.

A5.6 Equipment Clarification

A5.6.1 Equipment is divided into standard and non-standard groups and clarified as follows.

A5.6.2 Standard equipment

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- Is readily available from a range of suppliers as an “off the shelf” purchase
- Can be used to meet a range of Service users’ needs
- Could be adaptable and flexible
- Meets general health & safety requirements, personal care needs etc.
- May support independence

A5.6.3 Standard Equipment shall be supplied by the Provider as part of the Home’s provision for their registered service user group(s). On a case by case basis and subject to individual assessment standard equipment may, be loaned via CES for specific individuals.

A5.6.4 Non-standard equipment

- Might be specifically tailored in respect of design, size, weight e.g. designed or adapted or bio-engineered and manufactured for a specific individual and/or
- May not be capable of being utilised by other Service users and/or
- Could be frequently or infrequently used by the Resident and/or
- Support a specific solution for a particular long term disability or medical/nursing problem and/or
- May require enhanced training to operate and clinically use, or to teach others to operate
- May be loaned/issued via CES on a case by case basis when identified as necessary and appropriate to meet a Resident’s assessed needs.

A5.7 Responsibility for Equipment Provision

A5.7.1 The Provider shall have sufficient number of hoists and slings to meet the needs of the Service users in the Home. Further advice can be obtained from Adult Social Care Practitioner or Health professional

A5.7.2 The respective responsibilities of all parties for the provision of equipment in Cumbria are set out below. The Provider shall be responsible for the provision of all items of equipment identified “PROVIDER” in the table below depending upon whether the Provider is delivering a residential service (Residential Home Key:

- Provider - the Provider is responsible for provision
- CES = Community Equipment Service (loaned via ASC or NHS staff)
- NHS = Health professional will provide
- DSC = provided by the wheelchair provider (Disablement Services Centre)

Items of Equipment	Residential Home
For administration of medicine	
For administration of rectal medication e.g. gloves	Provider
For administration of medication by injection	NHS
Syringe Drivers	NHS
Bathing Equipment	
Range of bath seats	Provider
Range of bathing boards	Provider
Electric / manual bath lift	Provider

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Range of shower chairs	Provider
Beds	
General beds under risk management	Provider
4 section height adjustable community profiling bed. To support community nursing occupational therapy intervention	CES
Standard height adjustable beds to enable safer delivery of personal care and manual handling tasks.	Provider
Non standard beds for people with complex treatment and care needs	CES
Bed levers / assistive handles	Provider
Bed attachments for risk management	
Range of back rests	CES
Range of bed raisers	Provider
Mattress elevators / variators	Provider
Lifting pole	CES
Bed rails and bumpers for 4 section height adjustable community profiling bed. To support community nursing / occupational therapy intervention.	CES
Bed rails and bumpers for standard height adjustable beds to enable safer delivery of personal care and manual handling tasks.	Provider
Chair raising equipment	
Chair raisers	Provider
Dressing equipment / environmental support	
Stocking aid	Provider / NHS
Tights aid	Provider / NHS
Long handled shoe horn	Provider / NHS
Helping hand	Provider / NHS
Perching stool	Provider / NHS
Help with feeding	
Feeding equipment	Provider
Mobility Equipment	
Walking equipment – provided on basis of assessment	
Metal walking sticks	NHS
Fischer walking sticks	NHS
Mobility Equipment	
Walking equipment – provided on basis of assessment	
Walking frames	NHS
Walking frames gutter	NHS
Metal crutches axilla metal (special criteria, special order)	NHS
Crutches metal elbow	NHS
Walking frame with front wheels	NHS
Heavy – duty / bariatric mobility equipment special order	NHS
Mobility equipment - wheelchairs	
Standard transit chairs, & wheelchair cushions for communal use	Provider
Self-propelling wheelchair prescribed for the individual user, or	DSC

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transit chair to be used by family (kept at family member's home address NOT at residential/nursing home) only, on an almost daily basis.	
Nursing equipment	
Syringes and needles	NHS
Vacutaine bottles for blood tests	NHS
Patient Repositioning	
For lifting and manual handling under Health and Safety at Work Act, e.g. hoists, slings, transfer boards, glide sheets	Provider
Standard Slings	Provider
Bespoke Slings	CES
Standing turntable e.g rotastand	Provider
Prevention therapy and prevention pressure sores Mattresses Static	
Static foam replacement mattress medium/high risk	CES
Mattresses Dynamic	
Alternating pressure overlay	CES
Alternating pressure mattress replacement.	CES
Cushion	
Static foam/Gel for medium /high risk and treatment	CES
Respiration	
Suction units	CES
Standard nebulisers	NHS
Pulse oximeters	NHS
Resuscitation equipment e.g ambu bags and masks	Provider
Seating	
Range of standard chairs A variety of chairs shall be provided by the Provider that meet the needs of its Service users as described in its Statement of Purpose and as set out in the Provider's CQC registration under regulated activities, service types and service user bands	Provider
Non-customised riser / recliners	Provider
Non-customised tilt-in-space chairs i.e seating with adjustable adaptable features	CES
Complex, bespoke seating	CES
Bespoke accessories	CES
Toileting	
Bed pan / slipper pan	Provider
Commodes - standard	Provider
Commodes - mobile	Provider
Toilet seats 2", 4", 6"	Provider
Toilet frames	Provider
Toilet frames and seat combined	Provider
Commodes – non-standard e.g removable arms for lateral transfers	Provider
Commodes - bespoke	CES

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***these items are only available as hip and knee precautions following joint replacement Surgery and are prescribed by Health professionals**

A5.8 Respite care arrangements

A5.8.1 The Provider shall ensure that all respite care arrangements shall take into account the needs of the Service users and suitable equipment shall be available within the Home when arrangements are made. CES will not provide any service to meet respite care arrangement except in exceptional circumstances. Separate arrangements may be required to ensure H&S provision is met in residential homes to support district nursing staff to deliver nursing care. This will be considered on an individual basis

A6 Relocation of beds and associated equipment to another room within the same care home.

A5.8.2 Where this is requested it is likely to incur a charge from CES

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