**M9 Manual Handling**

**Appendix 7**

# Equipment in Care Homes

This document aims to provide guidance around when it is appropriate to provide equipment for people who use residential care home services.

Cumberland citizens who are ordinarily resident in Cumberland 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. 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 individuals 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 Cumberland 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 Cumberland under the guidance. This means that bespoke equipment needs will continue to be met by Cumberland. In turn, non-Cumberland individuals who either choose to move to or are placed in a Cumberland 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 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**

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 People using the service Sub-heading**

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

## **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.

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## **Identifying Equipment Requirements for People using the Service (Assessment)**

Prior to living in the home the “Placing Practitioner” (ASC Practitioner or Health professional) is responsible for ensuring that an assessment is completed identifying the equipment requirements for the person about to use the service.

Where a prospective individual is unknown to ASC and/or Health (e.g. private/self-funded) the provider shall request an assessment from the relevant practitioner/professional.

The provider shall ensure that a person using the service has access to the appropriate equipment identified in the assessment to meet their individual requirements prior to entering the home.

The Ordinary Residence rules apply, see The Care Act 2014

**Review/Reassessment**

The provider shall ensure that the equipment is fit for purpose, and meets the person’s needs.

Where further advice/support is required the provider shall request a review or reassessment of the equipment as follows:

a) At least annually if equipment has been provided through CES and is currently in use, and

b) if the equipment requirements of the person using the service has changed in relation to the original assessment.

**Risk Management**

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)

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

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.

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

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

**Provision of Equipment**

General provision - In accordance with The Department of Health Guidance and to meet a person’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.

The Community Equipment Service (CES) and NHS Cumberland to provide (loan) equipment into the community including care homes and nursing homes in Cumberland.

Below equipment types identifies items of equipment that may be obtained via CES depending upon whether the provider is delivering to a residential service or a residential with nursing service.

Equipment will not be provided by CES if ASC or NHS Cumberland 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.

The person’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 care plan.

**Accessing equipment via CES**

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.

The provider shall:

a) Clarify ownership and arrangements for equipment when a person is first admitted to the home.

b) Clarify arrangements for returning equipment when it is no longer required by the person using the service.

c) be responsible for all charges associated with relocation of equipment within the home in the event that a individual 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 the person’s 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 any changes in the person’s 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 person using the service.

The provider shall not permit the use of this equipment for any other person using the service.

Where bespoke slings are provided for an individual 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.

**Equipment Clarification**

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

Standard equipment

a) Is readily available from a range of suppliers as an “off the shelf” purchase

b) Can be used to meet a range of needs

c) Could be adaptable and flexible

d) Meets general health & safety requirements, personal care needs etc.

e) May support independence

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.

Non-standard equipment

a) 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

b) May not be capable of being utilised by other individual’s and/or

c) Could be frequently or infrequently used by the individual and/or

d) Support a specific solution for a particular long term disability or medical/nursing problem and/or

e) May require enhanced training to operate and clinically use, or to teach others to operate

f) May be loaned/issued via CES on a case by case basis when identified as necessary and appropriate to meet an individual’s assessed needs.

**Responsibility for Equipment Provision**

The provider shall have sufficient number of hoists and slings to meet the needs of the person using the service in the home. Further advice can be obtained from Adult Social Care Practitioner or Health professional

The respective responsibilities of all parties for the provision of equipment in Cumberland 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

• NHS = Health professional will provide

• DSC = provided by the wheelchair provider (Disablement Services Centre)

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| --- | --- |
| **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 |
| 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 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. | DSC |
| **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 the person using the service 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 |

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

**Respite care arrangements**

The provider shall ensure that all respite care arrangements shall take into account the needs of the person using the service 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

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

Where this is requested it may incur a charge from CES.