

Lincolnshire guidelines for the provision of community equipment within care homes and care homes with nursing provision

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1. INTRODUCTION

1.1 Definitions of terms used in this document:

- 'Resident' is defined as an individual who has been assessed by a Partner Organisation as having an eligible need for residential or nursing care and who is eligible to be accommodated at the Home under the terms of any Registration Certificate. This also includes individuals who may have self-funded their stay in the care home.
- 'Home(s)' or 'Care Home(s)' is defined as a Residential Care Home/Centre or Nursing Care Home/Centre
- 'Partner Organisation/Agency' is defined as either Lincolnshire County Council (LCC), Saint Barnabas hospice care, Macmillan cancer support services, United Lincolnshire Hospital NHS Trust (ULHT), Lincolnshire Partnership Foundation Trust (LPFT), Lincolnshire Community Health Services NHS Trust (LCHS) and Lincolnshire Clinical Commissioning Groups (CCGs) respectively.

1.2 The purpose of this document is to cover the eligibility for the loan of community equipment in registered care homes in line with the Essential Standards for Registered Care Homes.

1.3 The guidance is designed to:

- Clarify the relationship between Lincolnshire's Community Equipment Service (LCES) and care homes in the county in terms of community equipment.
- Promote understanding between owners and managers of care homes, health and social care purchasers, clinicians and practitioners regarding their obligations in relation to the provision of community equipment within the care home setting for adults¹ and older people.
- Outline the assessment of need process in particular distinguishing between assessment for equipment and assessment for funded nursing care, and ensuring that on-going risk management and monitoring of equipment provision is undertaken.

1.4 In addition to this document, care homes and health and social care organisations are advised to refer to the relevant Department of Health publications, including 'The Care Home Regulations', 'Community Equipment and Care Homes' and 'Community Equipment and Care Homes – Appendix F' (October 2004).

2. POLICY

2.1 The Lincolnshire Community Equipment Service (LCES) has been established through a section agreement between the Partnership Organisations.

2.2 For the purposes of this document the LCES Service Provider is NRS – Nottingham Rehab Supplies till 31st of March 2023.

¹ This document does not relate to equipment for children and 18 or 19 year olds in full time education.

- 2.3 All community equipment provided through LCES will only be loaned following an assessment by Health and/or Social Care approved practitioner in accordance with the Partnership Organisations eligibility criteria.
- 2.4 It is recognised that in complex situations where a range of equipment may be required, it may be necessary to complete a joint assessment between Health & Social Care Professionals to identify provision.
- 2.5 Equipment will be delivered and fitted (where necessary) by the LCES service provider. All equipment will have unique identification tags or bar coded for audit purposes and all lifting, electrical equipment and slings will be regularly serviced and maintained by the LCES service provider.
- 2.6 All equipment is allocated on a loan basis. The loan period will be determined by the prescribers at the outset or at subsequent reviews. When it is no longer required by the named service user it **must** be returned to the LCES service provider.
- 2.7 All equipment loaned to an individual must be signed for on delivery. The paperwork is to be retained on the resident's care file/plan as proof of receipt. This information will be required when the equipment is collected. All equipment loaned should be listed in the resident's care file/plan.
- 2.8 All equipment issued via the Community Equipment service are for the individual use of the resident it is issued to and cannot be used by other resident or for communal purposes.
- 2.9 Equipment provided by LCES will be for a named service user on a loan basis for their exclusive use.
- 2.10 Due to the health and safety risks of inappropriate equipment usage, equipment must not be directly moved to or used by another service user.
- 2.11 To reduce the risk of contamination, Care homes must follow the latest infection control guidance issued by the Department of Health.
- 2.12 Equipment on loan from LCES subject to LOLER, PAT and/or PUWER will be serviced by LCES. The care home is responsible for servicing their own equipment.
- 2.13 Equipment loaned by LCES is subject for review and auditing. Care home must make reasonable adjustments to allow LCES team or its representative to carry out the above functions.
- 2.14 A hire charge or full replacement cost will be charged to the Care Home for failure to comply with the terms set within this document.
- 2.15 Any non-compliance with this policy or concerns about safeguarding and/or infection control will be reported to the contract monitoring officers of the statutory agencies.

3. LEGISLATION

- 3.1 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.
- 3.2 The Care Standards Act (2000) and the Health and Social Care Act 2008 require that the health, safety and welfare of service users and staff are promoted and protected. The Registered Manager of the Care Home is responsible for ensuring that all working practices are safe. This includes infection control; moving and handling; fire safety; first aid; food hygiene; health and safety risk assessment; skin integrity / tissue viability; near miss, incident and accident reporting.
- 3.3 The Health and Safety at Work Act (1974) requires an employer to provide suitably maintained equipment, training and supervision and a safe working environment for its employees. It is the employees' responsibility to follow instructions and to ensure their own and others safety at all times.
- 3.4 A mandatory requirement of the Health and Safety at Work Act (1974), the Provision and Use of Work Equipment Regulations (PUWER) (1998), the Lifting Operations and Lifting Equipment Regulations (LOLER) (1998), and MDA DB 2006 (05) is that staff must be trained in the use of the equipment.
- 3.5 In addition, the Management of Health and Safety at Works Regulations (1992) requires employers (i.e. the Registered Manager) to ensure that risk assessments are carried out and that active steps are taken to reduce workplace risks as far as possible.
- 3.6 When purchasing equipment, the Care Home must give due consideration to NICE guidelines, Medical Devices Agency (MDA) reports and the Centre for Evidence Based Purchasing (CEP).
- 3.7 Care homes should have sufficient equipment to meet a range of needs for all their service users. Please refer to the equipment tables in Appendix 1 for clarity.

4. ASSESSMENTS

- 4.1 Equipment provided by the care home must be issued as part of a risk management process, and staff must be trained to the level of being able to use the equipment competently.
- 4.2 The assessment, care plan and review process (by care homes and Purchasers / care managers) are important for successfully meeting equipment needs.
- 4.3 Care homes will need to complete a moving and handling risk assessment as soon as a resident moves into the home. This must be reviewed regularly and each time there is a change in health and functional ability.
- 4.4 Key members of care home staff will need to be proficiently trained, competent and confident to recommend which standard moving and handling equipment

(i.e. slide sheet, stand aid, hoist and sling) is appropriate for the needs of each resident as well as for the range of needs within the home.

- 4.5 Referral for additional professional advice from moving and handling trainers or Occupational Therapists would be indicated when none of the equipment in the care home meets a resident's needs and alternative / bespoke solutions need to be considered.

5. **STANDARD EQUIPMENT PROVISION IN REGISTERED CARE HOMES**

- 5.1 Standard equipment is any item of generic "off the shelf" equipment which can meet the needs of a variety of service users. Such equipment can be readily obtained from a wide range of suppliers in the open market. It can be used to meet any person's general care needs usually without the need for any modifications. Standard equipment includes equipment for bariatric service users.
- 5.2 Registered care homes are expected to provide all service users, on both admission and on an ongoing basis, with standard equipment in accordance with the Regulations (including but not limited to Regulation 12 & 15) set by the Care Quality Commission (CQC).
- To meet the assessed needs of the service user
 - To meet the Health and Safety obligations for their staff.
 - Ensure the Care Home is fit for purpose
- 5.3 The provision of Standard equipment should be purchased by the Care Home, for example, or through a hire / maintenance arrangement with a supplier/contractor.
- 5.4 Care homes are expected to provide standard pressure relieving equipment for their residents.

Care Homes (Residential) are expected to provide Level one pressure prevention equipment (mattresses and cushions) for their residents.

Where the care home identifies that a resident is at risk of or is developing a pressure ulcer the local community health team must be contacted immediately in order for a health assessment to be undertaken.

Category 2 to 3 pressure relieving equipment from LCES may then be prescribed by the relevant health professional to address the identified risk as part of nursing care plan.

Category 4 equipment can only be prescribed following an assessment by a Tissue viability Nurse or Clinical Nurse specialist who have the necessary clinical expertise to arrange for provision of such equipment.

Once the nursing intervention ceases the clinician will:

- advise the home as to whether the resident can resume using their level 1 pressure sore equipment provided by the care home,
- advise the home as to whether the resident should now use level 2 pressure equipment to help reduce risk of reoccurrence.
 - Where the care home has not already provided level 1 pressure relieving it is expected that the care home will arrange for the provision of level 2 equipment as a more cost-effective means of meeting the residents on-going care needs.
 - Where the home has already provided level 1 equipment for the resident, the home will be advised about what more appropriate level 2 equipment should now be provided for the patient. The home may choose to arrange for such equipment to be provided by themselves or for the existing equipment loan to continue (subject to 6 monthly reassessment review)
- Identify the right level of pressure relieving equipment to help manage and reduce risk of reoccurrence and arrange for such equipment to be loaned for the resident's exclusive use from LCES. (Loan period will not exceed 6 months to ensure that every six months there is a reassessment and review).

NB: All replacement mattresses and cushions should be placed on a firm, flat surface to function effectively or according to manufacturer's guidance. Overlay mattresses should be placed on a good quality standard mattress.

Care Homes with Nursing will provide as standard equipment, pressure relieving equipment (mattresses and cushions for categories 1 to 3 inclusive).

In exceptional circumstances a Nursing home may require the assistance and clinical expertise of a specialist to help treat a Category 4 Pressure Ulcer. Only a Tissue viability Nurse or Clinical Nurse (or equivalent) specialist will be able to arrange for provision of Category 4 equipment (mattresses and cushions) from LCES following assessment, for the duration of their treatment.

- 5.5 If a resident in a care home providing nursing care is assessed as requiring preventative care for pressure ulcers, the Care Home should provide this equipment. The exception to this is a nursing home where the Healthcare commissioner would expect there to be a higher level of pressure relieving equipment available.

6. **BESPOKE OR SPECIALISED EQUIPMENT PROVISION IN REGISTERED CARE HOMES**

- 6.1 The Partner agencies may loan bespoke equipment in order to respond to exceptional assessed needs, where an assessment has been completed by one of the partner agencies prescribers. Bespoke equipment is defined as equipment which is specifically tailored, 'modified and made to measure', to meet an individuals assessed need. Subject to agreement, the partner agencies may also loan highly specialist equipment to meet the assessed complex needs of a resident where it is extremely unlikely that the item could be used by another resident in the future.

- 6.2 In such instances, it is possible for prescribed specialised/non-standard equipment to be loaned through LCES to an individual resident within the care home for as long as required. Care homes must however be aware and mindful of placements made by another local authority area (outside of Lincolnshire) where in such instances, the commissioning and funding arrangements will need to be determined by the Care Home.
- 6.3 For more information detailing specific pieces and types of equipment that Care Homes are expected to provide for their residents and those that are available through Lincolnshire's LCES, refer to Appendix 1.

7. RETURN OF LOANED EQUIPMENT TO LCES

- 7.1 Equipment loaned by LCES must be returned following the death or discharge of the resident. NRS must be notified of the items to be collected within 48hrs, so that equipment can be collected.
- 7.2 LCES must be informed of any service users' change in circumstances within 48hours, e.g. change of address or death. All equipment must be returned in a fit for use condition as soon as the person no longer requires it.
- 7.3 If the service user leaves the care home all equipment must be returned to LCES. It must not be transferred to the new home, unless there is prior agreement by the service user's key worker who is then responsible for informing the LCES service provider of the change of address.
- 7.4 If the service user leaves the care home all equipment must be returned to LCES. It must not be transferred to another resident or used for communal purposes.
- 7.5 If the returned equipment is not in a fit for use condition LCES will charge the care home for the full repair or replacement costs.
- 7.6 LCES will complete reviews and audits of equipment at homes to ensure equipment is returned. Care Homes may be charged the full replacement cost for equipment not returned. A hire charge or full replacement cost will be charged to the Care Home for failure to comply with the terms set within this document.
- 7.7 All equipment collection requests should be made direct to the LCES service provider:

NRS Healthcare Ltd
Unit 1 Orchard Park
Isaac Newton Way
Alma Park Industrial Estate
Grantham
NG31 9RT

Tel 0345 1212031.

8. EQUIPMENT LOANED TO CARE HOMES THROUGH LCES

- 8.1 Any equipment provided by LCES remains the property of LCES throughout the duration of the loan.
- 8.2 LCES would not normally be responsible for the *general* provision of equipment unless, in response to an emergency, an item can be supplied on a **short-term basis (up to six weeks)** – See Appendix 1
- 8.3 Care homes should not accept people whose assessed needs they are unable to meet. However, where the absence of a particular piece of equipment in a care home is **temporary** and the provision of equipment would facilitate a discharge from an acute hospital bed, arrangements for the **short-term basis (up to six weeks)** of equipment can be made from LCES (refer Appendix 1).
- 8.4 Where a resident's needs fall outside of the care home's general provision, LCES can assist in providing equipment on loan for use by a specified resident. Loaned equipment must be properly maintained by the care home and returned promptly to Lincolnshire's LCES when no longer required. The duration of equipment loan will be determined by the practitioner prescribing the equipment.
- 8.5 The community equipment service would not be held liable if the care home allows residents other than the prescribed individual to use the equipment and an incident occurs.
- 8.6 The loan of community equipment to care homes must be non-discriminatory, in line with legislation, policies and good practice. Ethnic, religious and cultural needs must be considered, together with the need to support the dignity and independence of the resident.

9. CARE HOME RESPONSIBILITIES FOR EQUIPMENT LOANED THROUGH LCES

- 9.1 Where the temporary, short-term loan of equipment has been arranged through LCES to facilitate a discharge from an acute hospital, the Care Home must arrange and supply replacement equipment and contact the LCES supplier to arrange for the collection and return of the loaned item in line with the agreed short-term loan period (up to six weeks).
- 9.2 Residents who are transferred from a registered 'residential' bed to a registered 'nursing' bed should have their equipment provided by the registered nursing establishment. Any LCES equipment the resident has at the point of transfer must be returned to LCES unless the equipment is specialist, non-standard that have been prescribed for that individual's specific and specialist needs, in agreement with the relevant health / social care practitioner.
- 9.3 The Care Home is responsible for the day-to-day operational cleaning / disinfection of the equipment. The home must follow manufacturer's instructions, instructions provided by the LCES and legislative requirements in this regard.
- 9.4 The Care Home is responsible for meeting the costs of all repairs arising from negligence, damage or inappropriate use of the equipment and the cost of

replacement if the equipment is lost by the home through negligence or beyond repair. This does not include deterioration due to age and reasonable use.

- 9.5 Equipment provided on loan through LCES will need to be made accessible for appropriate audits, checks, repairs and maintenance when requested by the LCES supplier.

10. **LCES PROVIDER RESPONSIBILITIES FOR EQUIPMENT LOANED TO CARE HOMES**

- 10.1 The supplier of LCES should support care homes, wherever possible, in terms of providing advice on equipment use and management; equipment loans for individual residents; and maintenance of equipment loaned for individuals' use etc. However, are not responsible for providing clinical advice.
- 10.2 Where an item of equipment has been loaned through LCES, the LCES supplier will provide instructions on the safe use and maintenance of the equipment to the care home and where possible to the resident. Thereafter, it is the responsibility of the care home to provide instruction and training to any other people who require it.
- 10.3 It remains the responsibility of the care home to ensure all staff using moving and handling equipment are regularly trained for its safe use.
- 10.4 A record should be maintained of appropriate instruction together with any method statement as part of a risk assessment in accordance with the policies of LCES and the care home. Appropriate documentation should cover the terms and conditions of the loan.

11. **CONTACT NUMBERS**

NRS Tel: 0345 121 2031
Fax: 0845 121 2032

LCES Team/PBM Tel: 01522 553941
Email: ices@lincolnshire.gov.uk

12. **PROVISION OF WHEELCHAIRS**

LCES do not provide wheelchairs. The wheelchair service provider is:

Lincolnshire Wheelchair Services provided by **AJM healthcare**
Address: Teal Park Road, Teal Park, Lincoln, LN6 3AD
Tel: 0808 169 9677
Fax: 0808 169 9675
General enquiries: lincolnshire@ajmhealthcare.org
NHS email: ajmhealthcare.lincolnshire@nhs.net

APPENDIX 1 – PROVISION OF EQUIPMENT SUMMARY

			Who provides the equipment (Care Home/LCES) NURSING CARE PLACEMENT
Aids for Daily Living	e.g. Leg lifter; Perching stools;	Care Home	Care Home
Bathing	e.g. Bath seats, bath boards;	Care Home	Care Home
Beds and Accessories	e.g. Divan bed; lifting pole; bed blanket cradle; over-bed table; bed lever; cot sides (bed rails); bed rail bumpers; mattress elevators; pillow lifter; back rest; bed extensions.	Care Home	Care Home
	Four Section profiling beds	Four section profiling beds will <u>only</u> be available through LCES for short-term loan (max 6 weeks) under certain exceptional circumstances based on assessed clinical need e.g. 1) In residential homes where a short-term active bedside nursing intervention requires the provision of such a	Care Home

Mobility	Walking stick; walking frame;	LCES based on risk assessment and clinical need for named individuals only Home	LCES based on risk assessment and clinical need for named individuals only Items for use by multiple residents must be provided by the Care Home
Moving and Handling aids	Hoists; Slings; Stand-aids;		Care Home
Nursing products	Portable suction machine	LCES based on risk assessment and clinical need for named individuals only	Care Home
Pressure Relief	Category 1 Prevention e.g. Cut-foam	Care Home	Care Home
	Category 2 Prevention e.g. Visco-	LCES based on risk assessment and clinical need for named individuals only	Care Home

		residents must be provided by the Care Home	
	Category 3 Prevention e.g. Static air overlay and replacement mattress; Gel cushions	LCES based on risk assessment and clinical need for named individuals only	Care Home
	Category 4 Prevention e.g. Active air mattresses Pressure air cushions and mattress	LCES based on risk assessment and clinical need by a Tissue Viability nurse or clinical nurse specialist, as part of an active treatment plan	LCES based on risk assessment and clinical need by a Tissue Viability nurse or clinical nurse specialist, as part of an active treatment plan
	Other items such as: Air heel protectors; full and half leg garments, pump and inserts	Care Home	Care Home
Raisers	Chair raiser (including motorised); bed raisers.	Care Home	Care Home
Ramps and rails	Ramps; mop-stick rails and grab rails	Care Home	Care Home
Toileting aids	Raised toilet seats; toilet frames and surrounds; commodes (mobile and static)	Care Home	Care Home