

Kirklees Integrated Community Equipment Service (KICES)

Equipment Provision into Provider Care Home Settings

February 2022

Introduction

This policy clarifies the relative responsibilities for the provision of community equipment, via the KICES service, between Kirklees Council, Kirklees CCG and all provider care homes (residential, care homes with nursing and specialist placements) in Kirklees.

The policy sets out the principles for the provision of equipment in care home settings, outlines the level of equipment that different care homes would be expected to provide, and how KICES would provide certain types of equipment, on loan, in certain circumstances.

The policy applies to:

- Adults who are registered with a GP practice within the Kirklees boundary; and/or
- Publicly and privately funded adults who are in a long stay placement within Kirklees Local Authority boundary.
- Adults who are placed in out of area placements but are the full NHS responsibility of the CCGs in Kirklees where eligible for NHS Continuing Healthcare,
- Where an adult has been placed in Kirklees by another local authority or CCG if eligible for NHS Continuing Healthcare, funding of services remains the responsibility of the placing authority.
- Where adults move into permanent residential accommodation under private arrangements and are funding their own care, responsibility for provision of services usually transfers to the area in which they are now resident (LAC (98)19).

The Council and CCG's aim is to support the care home sector where care is delivered to a Kirklees resident, where possible, and to ensure we provide a level of sustainability to the care home market to assist in maintaining the viability of care home providers.

The expected outcome of the policy is for residents in care homes to have their assessed needs appropriately met, and to have equipment provided that will enable them to participate in personal care, leisure and social activities, access environments of their choice and maintain their health and independence.

Some flexibility in provision has been introduced into the policy to consider the increasing demands on provider services, the increased level of complexity of residents in each type of setting, the increase in short term placements to support hospital discharge, and the changing nature of equipment being prescribed to meet user need.

DEFINITIONS

KICES	Kirklees Integrated Community Equipment Service. This service oversees the equipment budget which is jointly funded by the Council and Clinical Commissioning Group via a pooled budget arrangement.
CCG	Local NHS Commissioners - Kirklees Clinical Commissioning Group
KICES Contract Manager	Responsible for administering the KICES budget as well as the development of policies and strategies.
KICES Clinical Officer	Provides clinical advice to Commissioners and oversees authorisations for equipment requests
KICES Specials panel	Virtual panel made up of multi-disciplinary clinicians to make decisions on clinical appropriateness of equipment requests.
Medequip	Contracted provider for procurement and delivery of community equipment on behalf of KICES
Bespoke equipment	Highly specialist or specially made/adapted equipment purchased specifically to meet the needs of an individual and cannot be easily transferred for use by another person, such as a moulded seat, or specific individual accessories to adapt an item of equipment to meet a complex need.

General Principles

The overarching principle is that care homes are generally expected to provide the majority of the furniture and equipment required to meet the needs of their residents in line with their Care Quality Commission (CQC) registration. To meet these needs, the expectation is that the care home should have an adequate supply of equipment/medical devices to fulfil their

obligations to residents and to their workforce for health and safety. Account must be taken of variations in size i.e., height, width and weight of residents. The principle being that Care homes should not care for residents whose assessed needs they cannot meet. The Council and NHS contracts also identify this as a contractual requirement for care delivery on their behalf.

Expectations of Care settings:

All care home settings are expected to provide equipment to meet the general needs of the residents within their setting.

For example, care home settings should provide a bed and appropriate seating for their residents. A standard profiling bed and a riser recliner or high seat chair are not considered to be specialist or bespoke items, and to meet the majority of resident needs they are readily available at reasonable cost from a range of local and national suppliers. This type of equipment is also easily re-used by subsequent residents.

For lifting and manual handling equipment, under the Health and Safety at Work Act, responsibility rests with the employer for all staff in Nursing and Residential homes.

Specialist Settings

In more specialist care homes, the requirements are detailed in the individual specifications relevant to those settings. For example, if a home states that it caters for the needs of people with physical disabilities, in order to be 'fit for purpose' it must have available a range of equipment which is likely to be needed by people with physical disabilities.

For specialist equipment needs in these settings decisions on provision may need to be considered on a case-by-case basis, dependent on the type of setting, the placement details and the needs of the individual resident.

Equipment may also be provided when it can be demonstrated that the cost of providing that equipment would represent value for money through the commissioning of that placement versus an alternative setting. Again, this is based on individual need and decisions are made on a case individual case basis.

Assessment

Assessments for equipment must be carried out by a competent health or social care professional, experienced in the prescription of equipment. Wherever possible the assessment should take place in the care home environment, to ensure that the equipment is suitable and appropriate for the user in that setting.

Alternatively, the assessment may take place on the hospital ward prior to discharge. Assessment for equipment to facilitate a hospital discharge must be planned well in advance wherever possible. Equipment assessed for in the acute setting should be reviewed as soon as practicable within the care home setting by an appropriate professional to ensure it is appropriate to meet the needs of the resident.

The assessment for equipment provision must be based solely on the needs of the patient, not the wants of the patient, relatives or care home.

Self-funded Residents

Self-funded care home Residents will be entitled to the same level of equipment provision as Local Authority or NHS funded patients.

Requesting equipment

Requests will be placed via the online equipment ordering system. Requests will only be considered from health or social care prescribers who are registered on the system, following an assessment of the resident's needs.

Requests for equipment into care homes will be subject to authorisation. Some items will require a clinical justification form to be completed which details the person's conditions, needs and limiting factors, as well as details of the equipment already in use or tried previously.

Requests will be considered by the KICES Clinical Officer, the KICES Contract Manager and/or the KICES Specials panel. Where necessary, specialist advice will be sought from appropriate clinicians.

Provision of equipment

Where equipment is provided into a care home it is strictly for the use of a named patient. The equipment is **on loan** to that person and always remains the property of the Council/NHS. The care home and its staff are expected to treat the equipment with due care and attention and to clean it in accordance with the manufacturer's instructions. Where regular maintenance and/or statutory testing, such as LOLER examinations are required, this will be carried out by the Council's contracted equipment provider.

Delivery of equipment will be carried out by the Council/CCGs commissioned equipment provider – currently Medequip.

Timescales

Delivery of equipment will be in accordance with the following available timescales

Standard Delivery	3 Day Delivery	Next day delivery	Emergency delivery
Within 5 working days	Within 3 working days	Next working day	Same day

Requests should always be processed as standard deliveries wherever possible, which will be delivered within 5 working days. Higher speed deliveries incur a significantly higher cost and should be avoided unless the patient condition has deteriorated rapidly, or an urgent hospital discharge has been deemed necessary.

Loan Period:

Equipment can be ordered under a variety of loan periods on the equipment ordering system. For long term need, if a request is approved then the equipment can be used for as long as the individual resident requires the item to meet their ongoing needs.

For short term provision, for example 6 or 12 weeks, once the period has elapsed and the equipment has not been requested for collection, a collection will be generated by the Council's contracted equipment provider or the KICES service. They will contact the care home directly to arrange collection. Where equipment is not made immediately available for collection, charges may be levied.

Return of equipment

The resident should be re-assessed at regular intervals to ensure that the equipment continues to be appropriate for their needs.

When equipment is no longer required to meet the individual need, it must be returned to the council's contracted equipment provider, currently Medequip. This can be facilitated by the care setting contacting the provider directly – all equipment has a barcode label with contact details on – or by a registered prescriber adding a collection on the online ordering system.

Return and Recycling of equipment is integral to the successful function of the equipment service and any equipment not in use **must** be returned to stock. Care homes will be expected to comply with timely return of equipment and be proactive in arranging return of items that have been loaned to their residents.

Discharge to Assess/Short Term Placement

The general principles of this policy will apply to discharge to assess and short-term placements – a care setting would still be expected to provide basic equipment to meet the general needs of the resident they are accepting. For more complex equipment the Criteria detailed in this document will apply, and exceptional circumstances can be considered on a case-by-case basis.

Exceptional Circumstances

Whilst this policy aims to cover most aspects of provision of equipment into care home settings, there still may be exceptional circumstances where individual solutions are required to meet the needs of the resident and/or services. KICES welcome open discussion around individual cases where appropriate to come to an agreed solution.

GENERAL EQUIPMENT GUIDANCE

MOBILITY AIDS

Mobility aids, such as walking frames or crutches, will be provided for use by individual residents, as assessed by a competent prescriber.

PROFILING BEDS

Standard profiling beds are not usually provided by KICES for use in care homes; however, there may be circumstances where this would be considered. This could include where a patient is in a residential home but their nursing needs increase considerably towards the end of their life. In this case, if the assessment shows that moving the patient to another facility would cause distress or unnecessary physical deterioration, a profiling bed may be provided on loan.

Profiling beds will not be provided to meet obligations by the employer to comply with the Health & Safety at Work Act 1974, in relation to their employees.

PRESSURE RELIEVING EQUIPMENT

Care homes are expected to provide at least high-risk foam pressure relieving mattresses/cushions as standard. Hybrid, gel, or alternating air pressure relieving products will be considered for provision as a loan in the following circumstances:

- For a short-term loan to enable a hospital discharge.
- Where a patient's condition has rapidly deteriorated.
- Where the patient is at end of life and an assessment indicates that very high-risk equipment will be required.

Otherwise, the care home is expected to provide suitable pressure relieving equipment.

MOVING AND HANDLING EQUIPMENT

The majority of moving and handling equipment such as slide sheets, slings and hoists are expected to be provided by the care home settings, to support the service user and their own staff to carry out moving and handling operations under health and safety legislation.

Slings:

Standard slings are recognised as off the shelf access, universal or in situ slings. These would normally be items that a care home would be expected to provide. A bespoke sling would be classed as an item that had to be specially adapted or made to meet an individual patient need. This provision could be considered based on an appropriate assessment by a competent prescriber. Consultation with the moving and handling service may be required to support any request.

Patient turner devices:

In recent times there has been an increased use/need for more complex patient turning devices - Where a standard patient turner is clinically assessed and does not meet the resident need, provision of these more complex items can be considered to support care home settings in the following circumstances:

- To support a short-term placement.
- To support hospital discharge for a maximum loan period of **12 weeks** to enable a setting to procure appropriate equipment for long term need.

SEATING

Riser recliner chairs and high seat chairs

Riser recliner chairs and high seat chairs are not routinely provided by KICES for use in care homes – these are generally standard items of equipment that Care Settings should be expected to provide to meet the needs of the general population of their residents.

For riser recliner chairs, in exceptional circumstances consideration of provision can be given only based on a fully clinically reasoned assessment of need by an Occupational Therapist or appropriately trained healthcare professional, where no other options would be appropriate. Any requests for this type of seating will need to be fully justified and authorised. Prescribers should refer to the KICES Seating policy for further guidance.

Scenarios where provision could be considered into care home settings include:

- To support a significant short-term need such as:
 - End of life care.
 - To support complex rehab needs in a short-term placement.
 - To support a significant need in a short-term placement.
 - To support hospital discharge for a maximum loan period of **6 weeks** to enable a setting to procure appropriate seating.

Postural seating

More complex Postural seating such as tilt in space 'care chairs' may be provided based on a fully clinically reasoned assessment of need by an Occupational Therapist or appropriately trained healthcare professional, where no other options would be appropriate. Any requests for this type of seating will need to be fully justified and authorised. This type of seating can be provided to meet the long-term needs of a resident but is provided on an individual basis for sole use of that person and must be returned when no longer required.

Prescribers should refer to the KICES Seating policy for further guidance.

SPECIALIST AND BESPOKE EQUIPMENT

Any request for Equipment that is not provided through the standard equipment catalogue and is considered specialist must be consulted with KICES prior to being ordered on the system – orders will still be subject to authorisation and scrutiny by the KICES service to determine cost effectiveness against or refurbished stock or alternative products that could meet the needs of the individual.

Definition of bespoke - bespoke equipment refers to equipment which is customised, i.e., designed or adapted or bio-engineered and manufactured for a specific individual. By definition it cannot be used to meet another resident's care needs. This could include items such as a moulded seat, or specially made accessories for an item of equipment.

BARIATRIC EQUIPMENT

Most standard equipment, including profiling beds and chairs are able to be used by patients of up to 190kg (30 stones). It is however recognised that there will be occasions when care homes are asked to accommodate bariatric residents whose needs are over and above the standard equipment.

Any request for bariatric equipment must be fully clinically reasoned and justified prior to consideration and all requests will require authorisation. The size and weight of the person must be considered as part of the assessment when determining the suitability of the placement – over prescription of ‘bariatric’ equipment can lead to difficulties for service users and staff around moving and handling, transfers etc.

With regard to bariatric seating, the same principles will apply for standard seating – if a resident requires a standard type of seat at an appropriate height this will not be considered by KICES for provision. Prescribers should refer to the KICES Seating policy for further guidance.

NURSING/MEDICAL EQUIPMENT

Nursing equipment, such as nebulisers, saturation monitors, suction units, catheters, syringe drivers and oxygen equipment are not routinely provided into care home settings through the Community Equipment Service.

Specific Equipment Criteria

	Residential Placement	Nursing Home Placement	Specialist Care Home e.g., LD, Phys/dis Placement
Bathing equipment			
Bath seats	Care home to provide	Care home to provide	Care home to provide
Bath boards	Care home to provide	Care home to provide	Care home to provide
Shower chair	Care home to provide	Care home to provide	Care home to provide
Tilt-in-space shower chair	KICES to consider provision based on assessment	Care home to provide	KICES to consider provision based on assessment and level of placement
Specialist postural shower chair, trolley or stretcher	KICES to consider provision based on assessment	KICES to consider provision based on assessment	KICES to consider provision based on assessment and level of placement
Beds			
General beds	Care home to provide	Care home to provide	Care home to provide
Profiling beds	Care home to provide as normal practice. Any individual exceptions based on assessment	Care home to provide	Care home to provide as normal practice. Any individual exceptions based on assessment and level of placement

	Residential Placement	Nursing Home Placement	Specialist Care Home e.g., LD, Phys/dis Placement
Bariatric beds (over 190kg)	KICES to consider provision based on assessment	KICES to consider provision based on assessment	KICES to consider provision based on assessment and level of placement
Specialist beds or bed equipment e.g., postural sleep system	KICES to consider provision based on assessment	KICES to consider provision based on assessment	KICES to consider provision based on assessment and level of placement
Chairs and seating equipment			
Chair raisers	Care home to provide	Care home to provide	Care home to provide
Standard and high seat chairs	Care home to provide	Care home to provide	Care home to provide
Riser recliner chairs	Care home to provide as normal practice. KICES to consider by exception only , subject to assessment.	Care home to provide as normal practice. KICES to consider by exception only , subject to assessment.	Care home to provide as normal practice. KICES to consider by exception only , subject to assessment and level of placement
Standard postural care chairs	KICES to consider provision based on assessment	KICES to consider provision based on assessment	KICES to consider provision based on assessment and level of placement
Bespoke postural care chairs (i.e., specially made or adapted to suit an individual)	KICES to consider provision based on assessment	KICES to consider provision based on assessment	KICES to consider provision based on assessment and level of placement
Mobility equipment			
Walking sticks	KICES	KICES	KICES
Crutches	KICES	KICES	KICES
Walking frames	KICES	KICES	KICES
Wheeled walkers	KICES	KICES	KICES
Transit wheelchair	Care home to provide	Care home to provide	Care home to provide
Portable or temporary ramps	Care home to provide	Care home to provide	Care home to provide
Moving and handling			
Slide sheets	Care home to provide	Care home to provide	Care home to provide

	Residential Placement	Nursing Home Placement	Specialist Care Home e.g., LD, Phys/dis Placement
Transfer belts	Care home to provide	Care home to provide	Care home to provide
Standard Patient turner	Care home to provide	Care home to provide	Care home to provide
Complex Patient transfer aid e.g., Able Assist	KICES to consider short term provision based on assessment	KICES to consider short term provision based on assessment	KICES to consider provision based on assessment and level of placement
Standard slings	Care home to provide	Care home to provide	Care home to provide
Bespoke slings (i.e., specially made or adapted to suit an individual)	KICES to consider provision based on assessment	KICES to consider provision based on assessment	KICES to consider provision based on assessment and level of placement
Mobile hoist (up to 200kg)	Care home to provide	Care home to provide	Care home to provide
Bariatric mobile hoist (over 200kg)	KICES to consider provision based on assessment	KICES to consider provision based on assessment	KICES to consider provision based on assessment
Pressure care			
Foam pressure cushion	Care home to provide	Care home to provide	Care home to provide
High risk gel cushion	Care home to provide	Care home to provide	Care home to provide
Very high-risk air cushion	KICES to consider provision based on assessment	Care home to provide	KICES to consider provision based on assessment and level of placement
High risk foam mattress	Care home to provide	Care home to provide	Care home to provide
Hybrid foam/air mattress	KICES to consider provision based on assessment	Care home to provide	KICES to consider provision based on assessment and level of placement
Very high-risk alternating air mattress	KICES to consider provision based on assessment	Care home to provide	KICES to consider provision based on assessment and level of placement
Sensory equipment			
Visual impairment equipment	KICES	KICES	KICES to consider based on level of placement

	Residential Placement	Nursing Home Placement	Specialist Care Home e.g., LD, Phys/dis Placement
Hearing impairment equipment	KICES	KICES	KICES to consider based on level of placement
Toileting			
Bedpans & urinals	Care home to provide	Care home to provide	Care home to provide
Raised toilet seats	Care home to provide	Care home to provide	Care home to provide
Toilet frames	Care home to provide	Care home to provide	Care home to provide
Grab rails and drop-down rails	Care home to provide	Care home to provide	Care home to provide
Commodes	Care home to provide	Care home to provide	Care home to provide
Mobile commode	Care home to provide	Care home to provide	Care home to provide
Bariatric commode	KICES to consider provision based on assessment	KICES to consider provision based on assessment	KICES to consider provision based on assessment and level of placement
Nursing/Medical Equipment (Not KICES) Not an expectation that Care Homes now need to provide this sort of equipment			
Nebulisers	KICES to consider based on assessment	Care home to provide	Care home to provide based on type of placement
Suction unit	KICES to Consider provision based on assessment	Care home to provide	Care home to provide based on type of placement
Pulse Oximeter/BP Monitor/Thermometer	Care home/other services to provide	Care home to provide	Care home to provide based on type of placement
Respiratory/ oxygen equipment	Provided by specialist service	Provided by specialist service	Provided by specialist service