

**ICELS Nottingham City and Nottinghamshire County**  
**Policy for the Loan of Equipment**  
**into Registered Care Homes for Adults and Older People**

**March 2014**



**Nottingham**  
**City Council**



**Nottinghamshire**  
**County Council**



**Integrated Community Equipment Loan Service**

## ICELS Policy for the Loan of Equipment into Registered Care Homes

### DOCUMENT HISTORY

Document Status:	<b>Current</b>
Developed by:	ICELS Partnership Manager ICELS Lead Commissioners ICELS Working Group
Policy Number	1.3
Date of Policy	March 2014
Next Review Date	April 2016
Sponsors	ICELS Partnership Nottingham City Council Nottinghamshire County Council Nottingham City NHS Nottinghamshire NHS Bassetlaw NHS
Approved by / on	ICELS working group 31/3/14

Version	Date	Comments
1.1	July 2007 Feb 2010	South Notts Equipment into Care Homes Policy North Notts Equipment into Care Homes Policy
1.2	July 2011	Amalgamation of North Notts and South Notts policies
1.3	March 2013	Review of existing Policy

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## **1. INTRODUCTION**

1.1 This policy covers eligibility for the loan of Health and Social Care equipment for residents in registered care homes in line with the National Minimum Standards for Registered Care Homes and defines:

1.1.1 Clarity on the loan of equipment to care homes in Nottinghamshire including the City, and promote understanding between care home managers, equipment providers and commissioners. The scope of this document **excludes** equipment for children, and those remaining in full-time education beyond 18 years of age.

1.1.2 The requirements on care homes to provide standard equipment are in line with the Essential Standards on Quality and Safety which can be viewed online at:

<http://www.cqc.org.uk/organisations-we-regulate>

Download:  [Essential standards of quality and safety](#)

1.2 The Nottinghamshire ICELS Partnership loans equipment to eligible people within the Nottinghamshire county boundaries.

## **2. POLICY**

2.1 An Integrated Community Equipment Loan Service (ICELS) has been established through a Partnership Agreement between the Local Authorities: Nottingham City Council, Nottinghamshire County Council and the Clinical Commissioning Groups (CCG's) within Nottinghamshire, Nottingham City and Bassetlaw. These are the Partners.

2.2 For the purpose of this document, CCG translates into any Health successor bodies.

- 2.3 For the purposes of this document the ICELS Service Provider is BRC – British Red Cross
- 2.4 A pooled equipment arrangement means that all the funding for the community equipment service from the Partners goes into a common ‘purse’. This is managed by Nottinghamshire County Council on behalf of all the Partners and applies to all equipment.
- 2.5 Equipment will only be loaned following an assessment by Health and / or Social Care workers in accordance with each Partner’s eligibility criteria, as determined by the respective authorities and outlined in the Nottinghamshire ICELS Eligibility Criteria.
- 2.6 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.
- 2.7 Equipment will be delivered and fitted by the ICELS service provider. All equipment is bar coded for audit purposes and all electrical equipment and slings will be regularly serviced and maintained by the ICELS service provider.
- 2.8 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 ICELS service provider.
- 2.9 All equipment loaned to an individual must be signed for on delivery. The paperwork is to be retained on the service user’s file as proof of receipt. This information will be required when the equipment is collected. All equipment loaned should be listed in the service user’s care plan.
- 2.10 Equipment loaned by ICELS **must** be returned following the death or discharge of the service user. The ICELS service provider must be notified of the items to be collected within 48hrs, so that equipment can be collected usually within 7 working days. A hire charge or full replacement cost **will** be administered for failure to comply.
- 2.11 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 relevant legislation can be found within the Essential Standards on Quality and Safety within Outcome 11 – Safety, availability and suitability of equipment.

[http://www.cqc.org.uk/db/documents/Essential\\_standards\\_of\\_quality\\_and\\_safety\\_March\\_2010\\_FINAL.pdf](http://www.cqc.org.uk/db/documents/Essential_standards_of_quality_and_safety_March_2010_FINAL.pdf)

- 3.2 **The regulations ensure that service users have access to the adaptations and equipment they need and place responsibility for providing these services**

**onto care homes.** This expectation complies with not only their statement of purpose but also with the contract they have with the statutory agencies. Under this contract care homes are required to meet the needs of their residents. This should include an assessment by the manager or other appropriate person prior to placement and the need for equipment should be part of this assessment.

- 3.3 The care home is responsible for provision of such equipment on admission and to meet any future changes in needs.
- 3.4 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. ADVICE AND GUIDANCE**

- 4.1 Care homes may decide to seek advice from a suitably qualified professional about undertaking further assessments with individual residents. It is the responsibility of the care home to arrange and pay (if required) for both the advice and any equipment needed according to the tables in Appendix 1. The Disability Living Centre, the ICELS service provider or representatives of equipment suppliers, may also offer advice in regards to purchasing of equipment. Where there are complex situations the partners can offer (dependant on local arrangements) advice / assessment.
- 4.2 Any requests covered in 4.1 should include any relevant assessments including risk assessments to enable the relevant partner to judge if appropriate for their specialist assessment and advice
- 4.3 Moving and Handling training is not within the remit of the statutory agencies as this is expected to be provided by the care home or other external suppliers.

#### **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 Outcome 11 of the Essential Standards on Quality and Safety.
  - a) To meet the assessed needs of the service user
  - b) To meet the Health and Safety obligations for their staff.
- 5.3 Registered care homes are expected to provide equipment fit for purpose in line with the Essential Standards on Quality and Safety, ie; clean, serviced, safe to use.
- 5.4 In exceptional circumstances, ICELS prescribers may agree on a short term loan of standard equipment for a maximum period of 4 weeks. This allows sufficient time

for care homes to procure additional standard equipment to meet the assessed needs of residents.

## **6 BESPOKE / HIGHLY SPECIALISED EQUIPMENT PROVISION IN REGISTERED CARE HOMES**

- 6.1 The statutory 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 statutory 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 CCGs are responsible for loaning bespoke equipment for people eligible for NHS continuing healthcare in accordance with the National Framework for NHS Continuing Healthcare & NHS-funded Nursing Care paragraph 172(c).
- 6.3 Prior to residential care (planned respite or long-term) the key worker will include in their assessment the need for **bespoke** equipment and liaise with the home as appropriate.
- 6.4 If bespoke equipment is to be moved it should be collected for decontamination by the ICELS service provider. The key worker will need to liaise with the ICELS service provider giving seven days notice of the required collection for cleaning and then subsequent redelivery at the new location. This may require a risk assessment to assess any impacts on the service user. It normally takes 48hours to turnaround items in decontamination.
- 6.5 Where bespoke slings have been provided by ICELS, a minimum of 2 bespoke slings per service user will be provided to allow for laundering. Bespoke slings should not be used for anyone other than the person they have been assessed / provided for.

## **7. DAY CARE SETTINGS**

- 7.1 Day care units are expected to provide service users with all equipment assessed to meet their needs whilst attending the unit.
- 7.2 Statutory agencies may provide on occasion, bespoke equipment to support assessed exceptional needs, where it is essential to meet Health and Safety requirements.

## **8. RETURN OF LOANED EQUIPMENT TO ICELS**

- 8.1 Equipment provided by ICELS will be for a named service user on a **loan** basis for their exclusive use.

- 8.2 Due to the health and safety risks of inappropriate equipment usage, equipment **MUST NOT** be directly moved to or used by another service user.
- 8.3 To reduce the risk of contamination, Care homes must follow the latest infection control guidance issued by the Department of Health.
- 8.4 Electrical equipment and slings on loan from ICELS will be serviced by ICELS. The care home is responsible for servicing their own equipment.
- 8.5 ICELS 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.
- 8.6 If the service user leaves the care home all equipment must be returned to ICELS. It must NOT be transferred to the new home, unless there is prior agreement by the service user's case manager who is then responsible for informing the ICELS service provider of the change of address.
- 8.7 If returned equipment is not in a fit for use condition ICELS **will** charge the care home for the full repair or replacement costs.
- 8.8 ICELS will complete reviews and audits of equipment at homes to ensure equipment is returned. Care homes will be charged the full replacement cost for equipment not returned.
- 8.9 All equipment collection requests should be made direct to the ICELS service provider:  
Tel: 0845 127 2911 Fax: 0845 127 2912

## **9. MOVING FROM THE COMMUNITY TO A CARE HOME OR TRANSFERRING TO A CARE HOME IN ANOTHER AUTHORITY**

- 9.1 When a service user is admitted to either a long term or respite care placement, all equipment previously prescribed to a service user should **not** be accepted by the Care home due to infection control procedures.
- 9.2 It is the responsibility of the Nottinghamshire care home or a representative of the service user, where service user is living at home, to return all equipment from the previous address to ICELS.
- 9.3 For bespoke equipment loaned through the ICELS service, arrangements will need to be made for the equipment to be transferred with the service user to their new address. This may mean that the key worker will need to liaise with ICELS to have equipment moved and decontaminated. Equipment may take 48hours to turnaround so a risk assessment of possible impacts may need to be completed.

## 10 Abbreviations and Definitions

BRC	- British Red Cross
CCG	- Clinical Commissioning Group
CHC	- Continuing Health Care
DLC	- Disability Living Centre
FACS	- Fair Access to Care Service
ICELS	- Integrated Community Equipment Loan Service
NHS	- National Health Services
OT	- Occupational Therapy
TVN	- Tissue Viability Nurse

## 11 Contact Numbers

British Red Cross	Phone	0845 127 2911
	Fax	0845 127 2912
ICELS Partnership Manager	Phone	0115 854 6206
	Fax	0115 854 6209



**APPENDIX 1      Equipment Table - Registered Care Homes for Nursing and Residential Care:**

Please refer to [www.cqc.org.uk](http://www.cqc.org.uk) for all policies and legislation on provision

It is not the role of ICELS to say who will assess individuals for loaned equipment in Care homes. That is decided by local policies and arrangements. ICELS funded equipment may be purchased on behalf of a number of funding organisations.

**Some equipment must be regularly reviewed by the prescribing staff**

Equipment Category	Description This is NOT an exhaustive list	Providers (Care Home/ICELS) <b>NURSING CARE PLACEMENT</b>	Providers (Care Home/ICELS) <b>RESIDENTIAL CARE PLACEMENT</b>
<b>Bathing</b>	E.g. Bath seats; Bath boards; Shower seats and stools; Shower boards; Bath steps; Shower chairs static, mobile and tilt in space, Bath lifts	Care Home	Care Home
	BESPOKE bathing E.g. moulded shower chairs	ICELS - based on assessed clinical need for bespoke provision	ICELS - based on assessed clinical need for bespoke provision
<b>Beds</b>	Standard bed min. 900mm wide	Care Home	Care Home
	Height adjustable beds	Care Home	Care Home
	Standard Profiling Beds including ultra low and bariatric provision	Care Home	ICELS - based on assessed clinical need for <b>short term</b> loan only – <b>max 12 weeks</b> E.g.; For fast track and in emergency to avoid placement breakdown. Prescriber must review and arrange collection of bed. If required longer than 12 weeks Care home must provide.

Equipment Category	Description <b>This is NOT an exhaustive list</b>	Providers (Care Home/ICELS) <b>NURSING CARE PLACEMENT</b>	Providers (Care Home/ICELS) <b>RESIDENTIAL CARE PLACEMENT</b>
	Highly specialist Beds E.g. turning beds, standing beds	ICELS - based on assessed clinical need for client benefit and to aid nursing care	ICELS - based on assessed clinical need for client benefit and to aid nursing care
<b>Bed Accessories</b>	E.g. Bed rails, Bed levers Bed wedges, Lifting poles Back rests, Mattress elevators Pillow elevators	Care Home	Care Home
	Bed rails, bumpers, extensions	Care Home	Care Home/ICELS - <b>ONLY</b> if part of ICES provided short term bed package on maximum 12 week loan.
<b>Communication Aids</b>	Loop Systems	Care Home	Care Home
<b>Continence</b>	E.g. Incontinence Pads	NHS provision following assessed clinical need	NHS provision following assessed clinical need
<b>Daily Living Aids</b>	E.g. Adapted utensils/ kitchen and household aids e.g. Dining Trolley, Perching Stool, Dressing Aids	Care Home	Care Home
<b>Minor Adaptations</b>	E.g. Grab Rails, stair rails, ramps, steps, threshold strips, furniture raisers, etc.	Care Home	Care Home
<b>Intravenous Equipment and Symptom Control</b>	E.g. Syringe Drivers, needles and Giving Sets (for individually assessed packages of care)	End of Life Team or via District Nursing for short term loan only <b>(Syringe drivers only held by ICELS for City)</b>	End of Life Team or via District Nursing for short term loan only <b>(Syringe drivers only held by ICELS for City)</b>

Equipment Category	Description This is NOT an exhaustive list	Providers (Care Home/ICELS) <b>NURSING CARE PLACEMENT</b>	Providers (Care Home/ICELS) <b>RESIDENTIAL CARE PLACEMENT</b>
<b>Standard pressure relieving equipment Mattresses, mattress overlays and cushions</b>	<b>For clients with no risk of pressure ulcer development</b>  Standard Foam Mattress	Care Home	Care Home – except where required as part of short term loan bed package then ICELS and subject to same review and return process as loaned bed.
	<b>For clients ‘at risk’ of pressure ulcer development</b>  Pressure Relieving Mattress, overlay or cushions E.g. Soft Form, repose cushions and boots, visco elastic cushions, visco boots)  Standard foam / Cubed Foam, e.g. Propad  Static Air e.g. Repose mattress	Care Home	ICELS – based on risk assessment and clinical need
	<b>For clients with a higher risk of pressure ulcer development</b>  High risk pressure relieving cushions (gel, specialist foam, air)	Care Home (unless service user is transferred with stage 3 or 4 pressure ulcer, then a cushion will be loaned from ICELS for a 4 week period)	ICELS – based on risk assessment and clinical need

Equipment Category	Description This is NOT an exhaustive list	Providers (Care Home/ICELS) <b>NURSING CARE PLACEMENT</b>	Providers (Care Home/ICELS) <b>RESIDENTIAL CARE PLACEMENT</b>
<b>Air filled Mattress Replacement Systems and air overlays</b>	<b>For clients with a higher risk of pressure ulcer development</b>  Air filled static mattress replacement E.g. Atmosair  Powered Alternating Air Overlay e.g. Alpha, Supreme	Care Home	ICELS - based on assessed clinical need for <b>short term</b> loan only – <b>max 12 weeks</b> E.g.; For fast track and in emergency to avoid placement breakdown. Prescriber must review and arrange collection of mattress. If required longer than 12 weeks Care home must provide.  Must be reviewed at 12 weeks for return to ICELS
	<b>For clients with a very high risk of pressure ulcer development</b>  Alternating Mattress Replacement or Low Air Loss Mattress replacement E.g. Wondermat or Harvest Royal	Care Home (unless service user is transferred with stage 3 or 4 pressure ulcer, then a mattress will be loaned from ICELS for a 4 week period)  After that, Care home must provide	ICELS - based on assessed clinical need for <b>short term</b> loan only – <b>max 12 weeks</b> E.g.; For fast track and in emergency to avoid placement breakdown. Prescriber must review and arrange collection of mattress. If required longer than 12 weeks Care home must provide.  Must be reviewed at 12 weeks for return to ICELS
<b>Mobility Aids</b>	E.g. Delta Frames, 4 wheeled walkers, Walking frames, Walking sticks, Quad sticks, Crutches	ICELS based on risk assessment and clinical need for <b>named</b> individuals only  Items for use by multiple service users must be provided by Care Home	ICELS based on risk assessment and clinical need for <b>named</b> individuals only  Items for use by multiple service users must be provided by Care Home

Equipment Category	Description This is NOT an exhaustive list	Providers (Care Home/ICELS) <b>NURSING CARE PLACEMENT</b>	Providers (Care Home/ICELS) <b>RESIDENTIAL CARE PLACEMENT</b>
<b>Moving &amp; Handling aids</b>	Hoists Slings – ‘off the shelf’ Slide Sheets, Transfer Boards	Care Home	Care Home
	<b>Bespoke</b> slings – made to measure for specific individual	ICELS - based on assessed clinical need	ICELS - based on assessed clinical need
	Standing Hoists	Care Home	Care Home
	Rotunda/rotalite - Standing transfer aid / turning platforms	Care Home	Care Home
<b>Ramps &amp; passenger lifts</b>	Ramps & passenger lifts	Care Home	Care Home
<b>Respiratory &amp; Consumables</b>	Nebulisers	Care Home	Care Home
	Consumables	Care Home	Care Home
	Suction Machine	Care Home	Care Home
<b>Seating</b>	Standard Seating (Chairs) suitable to meet a wide range of sizes and needs e.g. Armchairs, High back chairs, riser recliners. Postural Management Seating incorporating tilt in space, pressure relief and positioning that can be used by more than one individual.	Care Home	Care Home

Equipment Category	Description This is NOT an exhaustive list	Providers (Care Home/ICELS) <b>NURSING CARE PLACEMENT</b>	Providers (Care Home/ICELS) <b>RESIDENTIAL CARE PLACEMENT</b>
	<p><b>Bespoke/Complex Needs</b></p> <p>Postural Management Seating incorporating tilt in space, pressure relief and positioning being adapted to the individuals specific needs</p>	<p>ICELS – following risk assessment and identified essential clinical need and prescriber’s application for funding.</p>	<p>ICELS – following risk assessment and identified essential clinical need and prescriber’s application for funding.</p>
<b>Toileting Aids</b>	<p>E.g.: Raised Toilet Seats, Toilet Frames, urinals, bedpans, commodes and Mowbray’s</p>	<p>Care Home</p>	<p>Care Home</p>
<b>Wheelchairs</b>	<p>General transfer</p>	<p>Care Home</p>	<p>Care Home</p>
	<p>Short term loan for an individual (max 12 weeks)</p> <p><b>NORTH NOTTS ONLY</b></p>	<p>ICELS for trauma/ orthopaedic need to facilitate hospital discharge</p> <p><b>NORTH NOTTS ONLY</b></p>	<p>ICELS for trauma/ orthopaedic need to facilitate hospital discharge</p> <p><b>NORTH NOTTS ONLY</b></p>
	<p>Long Term/ Permanent Individual service User</p>	<p>NHS Long Term Wheelchair Service depending on locally commissioned services.</p> <p>Long term wheelchairs are not an ICELS responsibility.</p>	<p>NHS Long Term Wheelchair Service depending on locally commissioned services.</p> <p>Long term wheelchairs are not an ICELS responsibility.</p>