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**NHS**  
**East and North Hertfordshire**  
**Clinical Commissioning Group**

**NHS**  
**Herts Valleys**  
**Clinical Commissioning Group**

Hertfordshire  
Equipment  
Service

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*Policy on Provision of Equipment*

## **Contents**

1. [Introduction](#)
2. [Policy and legal background](#)
3. [Key changes](#)
4. [Process](#)
5. [Guidelines for the Provision of equipment](#)
  - a. [Personal Hygiene](#)
  - b. [Seating](#)
  - c. [Beds](#)
  - d. [Pressure Care](#)
  - e. [Slings](#)
  - f. [Manual Handling](#)
  - g. [Miscellaneous](#)

## Introduction

### Purpose

The purpose of this document is to assist prescribers (i.e. Occupational Therapists, District Nurses, Community Care Officers etc) by setting out the commissioning framework and criteria for the provision of equipment and minor adaptations to people with an assessed health and / or social care need in Hertfordshire. This policy relates to people who are 18 and above (a separate policy is in place for those under the age of 18 that includes an explanation of the policy in relation to residents already in receipt of equipment provided by the Hertfordshire Equipment Service, HES, prior to their 18<sup>th</sup> Birthday via the transition service).

This document is a prescribing policy that has been set to enable HES to supply, deliver and install equipment in line with a clear commissioning framework. HES are not responsible for this policy but are expected to advise and contribute to its formation and periodic review. As a provider of the service HES is required to establish and facilitate a Clinical Guidance Group to advise and act as a sounding board to enable HES to comply with the commissioning framework.

### How to use this document

This document is best used in digital form in tandem with supplementary guidance on the “Ladder Approach”. Click on blue under-lined words the [Contents](#) section and within the [Guidelines for the provision of equipment](#) to navigate to the appropriate page and/or piece of equipment.

### Policy background

This framework is set around the following core policy principles that need to be understood by all prescribers.

1. All equipment prescribed remains in the ownership of HES and is supplied on a loan basis only; all service users must be made aware of this from the outset.
2. All equipment loaned can only be prescribed to meet an identified clinical or support need.
3. HES is only permitted to supply standard items to be assessed need; if a service user prefers a different version to that offered they will be required to purchase this themselves.
4. There will be an assumption that the use or modification of person’s own appropriate furniture has been assessed before an order is made to HES for any equipment and this should be documented.

5. Every case will be considered on its own merits but exceptions to the prescribing policy will only be made where clinical or support needs demonstrate that a departure from the standard item(s) is justified. Where a dispute or disagreement occurs this policy will take precedence unless a departure can be justified or is recommended by the Clinical Guidance Group, Commissioner, or from a clinician having set out the reasons why a departure is justified.

## General considerations

To support the policy set out above prescribers will need to understand and ensure compliance with the following procedures.

1. Prescribers must refer to manual handling and tissue viability guidance when prescribing loaned equipment.
2. Prescribers must understand the weight limits of equipment, whether individual or combined.
3. HES staff and service users must be considered fully when recommendations are made on the positioning of equipment to be supplied.
4. Consideration must be made before an order is placed in relation to how the equipment might be installed by HES staff, with particular regard to access, load-bearing, service users' wishes etc
5. Prescribers must explain to service users and carers the importance for equipment to be regularly checked- particularly equipment that might need adjusting or tightening. If a service user is unable to take on this responsibility an alternative arrangement needs to be identified and recorded in the care plan/care folders.
6. A review date(s) must be set [subject to discussion] for all equipment.
7. A risk assessment must be scheduled at least annually for high-risk equipment
8. This policy does not mean that HES have fettered its discretion when it comes to the ultimate decision to provide

## LEGAL BACKGROUND

### *The Care Act 2014*

- Aims to improve people's independence and well-being by placing a responsibility on the local authority to help prevent or delay people needing on-going care and support. The Act places an emphasis on:
  - Provision of information and advice about local care and support services.
  - Supporting a sustainable market that delivers care and support services.
  - A more personalised approach to assessment and support.
- <http://www.hertsdirect.org/your-council/hcc/healthcomservices/carebill/>
- The Care Act requires we consider the impact of service provision on service user wellbeing
- We will work with colleagues in HCS to provide support and guidance to prescribers as to whether equipment should be provided to meet a wellbeing need as defined under the Care Act.

- <http://www.legislation.gov.uk/ukpga/2014/23/enacted>

#### *Equality Act 2010*

- The Equality Act 2010 has two main purposes - to harmonize discrimination law and to strengthen the law to progress on equality. The equality duties cover the following protected characteristics:
  - Age
  - Disability
  - Gender reassignment
  - Marriage and Civil partnership
  - Pregnancy and Maternity
  - Race – this includes ethnic origins, colour or nationality
  - Religion or belief – this includes lack of belief
  - Sex
  - Sexual orientation
- <https://www.gov.uk/equality-act-2010-guidance>

#### *Human Rights Act 1998*

- The Human Rights Act (HRA) 1998 is composed of a series of sections that have the effect of codifying the protections in the European Convention on Human Rights into UK law.
- All public bodies (such as courts, police, local governments, hospitals, publicly funded schools, and others) and other bodies carrying out public functions have to comply with the Convention rights. This means, among other things, that individuals can take human rights cases in domestic courts; they no longer have to go to Strasbourg to argue their case in the European Court of Human Rights.
- The Act sets out the fundamental rights and freedoms that individuals in the UK have access to
- <http://www.equalityhumanrights.com/your-rights/human-rights/what-are-human-rights/human-rights-act>

#### *The Mental Capacity Act 2005*

- The Mental Capacity Act 2005 (MCA) creates a framework to provide protection for people who cannot make decisions for themselves. It contains provision for assessing whether people have the mental capacity to make decisions, procedures for making decisions on behalf of people who lack mental capacity and safeguards. The underlying philosophy of the MCA is that any decision made, or action taken, on behalf of someone who lacks the capacity to make the decision or act for themselves must be made in their best interests.
- The MCA is governed by five core principles:
  - Presumption of capacity
  - Maximising decision making capacity
  - Right to make unwise decisions
  - Best Interest
  - Least restrictive option
- <https://www.gov.uk/government/collections/mental-capacity-act-making-decisions>

*Think Local Act Personal (TLAP)*

- Personalisation is fundamentally about better lives, not services. It means working with people, carers and families to deliver better outcomes for all. It is not simply about changing systems and processes or individualising funding through personal budgets and direct payments, but includes all the changes needed to ensure people have greater independence and enhanced wellbeing.
- <http://www.thinklocalactpersonal.org.uk/>

*Social Value Act 2012*

- Under the Public Services (Social Value) Act, for the first time, all public bodies in England and Wales are required to consider how the services they commission and procure might improve the economic, social and environmental well-being of the area.
- <https://www.gov.uk/government/publications/social-value-act-information-and-resources/social-value-act-information-and-resources>

*The NHS Five Year Forward View (2014)*

- In 2014 NHS England launched its vision for the next five years of health and care provision. Forward View is focused on creating a learner and sustainable health service, which provides quality care across regions and specialities. Specific elements within Forward View include:
  - A focus on preventative services
  - Increased patient control over the care they receive
  - Local leadership to create local models of health and care delivery.
- [NHS England » The NHS Five Year Forward View](#)

## **Complaints Procedure**

Please refer to the general HCC complaints procedure available [here](#).

If there is a complaint from prescribers:

Complaint around authorisation, process or delivery would go through the escalation process:

- The prescriber would raise the issue with their manager
- The manager would then raise this with the General Manager
- The General Manager would investigate this with the Business Analyst
- The results of the investigation would be tabled at a managers meeting
- A resolution to the current issue would be found and implications for future practice considered

## Authorising Equipment from HES: Key Principles

### **Functional need focused authorisation**

Equipment will be prescribed and authorised with a focus on functional need. That means the thing being assessed is the functional ability of the service user rather than assessing the service user for a given piece of equipment. Service users/carers should never be told that they are being assessed for a piece of equipment. Prescribers should not be conducting any assessment with a piece of equipment already in mind so as to avoid [confirmation bias](#)<sup>1</sup>.

### **Ladder Approach**

A ladder approach to prescription consists of grouping and organising types of equipment based on functional need. Each functional need pathway is organised based on severity of need to help prevent overprescribing of loaned equipment. Supplementary guidance on using the ladder approach is available [here](#) (*hyperlink to web location*).

### **Prescribers and authoriser split**

Authorisation and prescription roles shall be split with prescribers carrying out assessments of clinical and/or functional need assessments. These assessments will be submitted to authorisers working for HES who will approve, review or refer requisitions for equipment back to the prescriber due to non-compliance with this policy.

HES will have the responsibility for ensuring prescribing practice is consistently applied across the county and will use the clinical guidance group to identify and address prescribing practice that needs more in-depth review and analysis. HES authorisers will be expected to query orders to ensure that they are in line with this policy before they are prescribed.

The split will enable the move towards ordering all items online via ELMS, reducing paperwork for partner organisations and prescribers while providing a more secure audit trail.

### **Moving towards online only**

All prescribers will be able to order all standard items online via ELMS.

### **Prescription levels**

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<sup>1</sup> 'The tendency to interpret new evidence as confirmation of one's existing beliefs or theories'



Prescription will be split into varying levels of access and approval. Please see the table below:

<b>Level</b>	<b>Equipment covered</b>	<b>Practitioners</b>
Full authorisation Level 5	Standard Authorisation, plus Hybrid mattresses, Stand Aids, and Gantry hoists	Specialised in house HES authorisers
Standard Authorisation Level 4	Basic Authorisation, plus Beds, Hoists, Slings, Mattresses, Ross Returns, and Single-handed Solo Rota Stand	In house HES authorisers
Basic Authorisation Level 3	Basic access, plus able to authorise Bathlifts, Rota Stands, Trolleys, and Glideabout Commodes.	Select group of authorisers outside of HES
Basic Access Level 2	Able to order items that do not require authorisation	All clinical teams and non-clinicians (e.g. CCOs) with relevant assessment training
Observer access Level 1	Read only access – used to check progress of orders	Administrative assists to the relevant teams

### ***Signposting***

As part of the drive towards personalisation of care, it is expected that signposting towards equipment that is available on the high street, for instance riser-recliner chairs, will be part of the assessment process to enable service users to select equipment to their preference and sensibilities.<insert hyperlink to registry when complete>

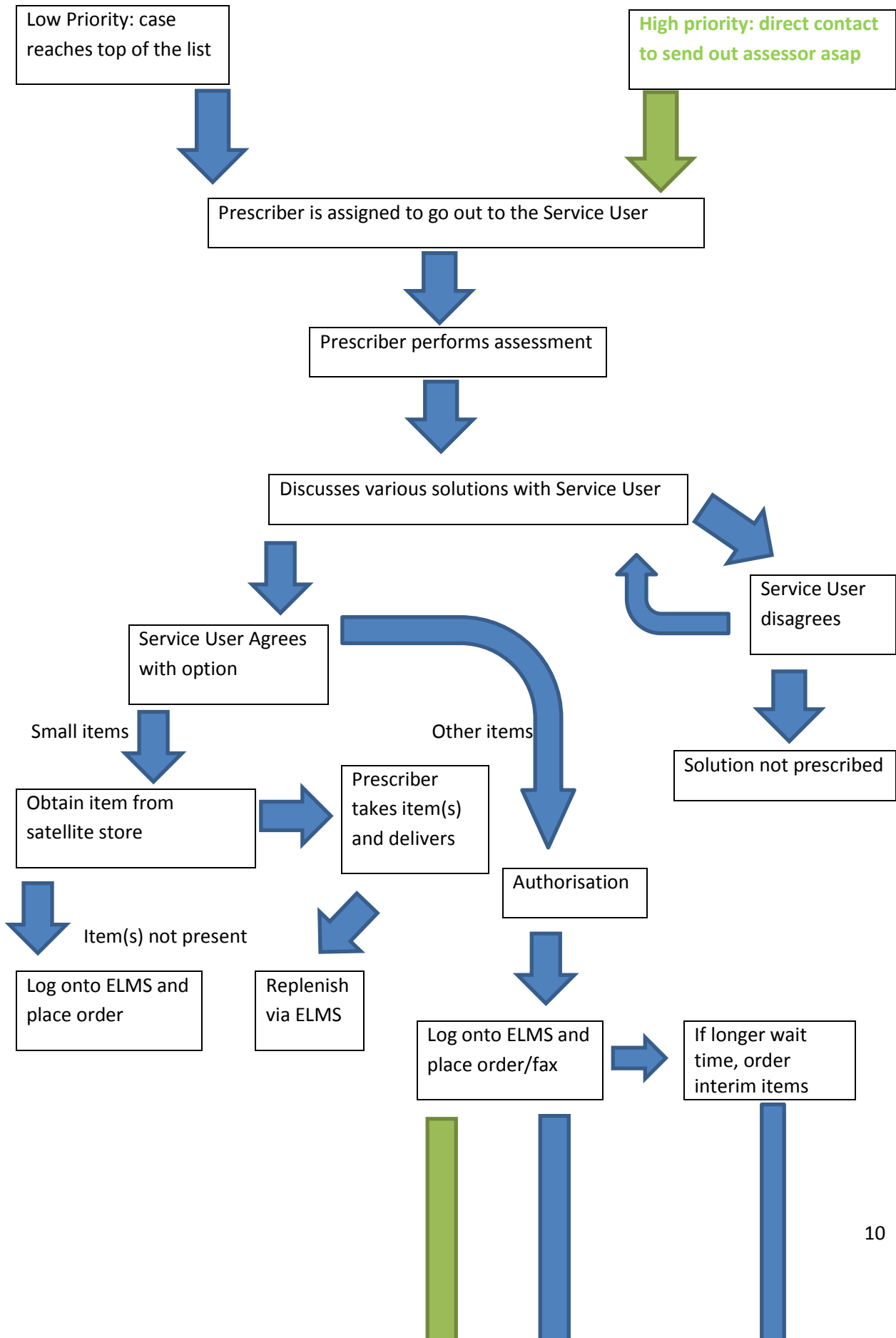
### ***The role of Equipment Sales Representatives***

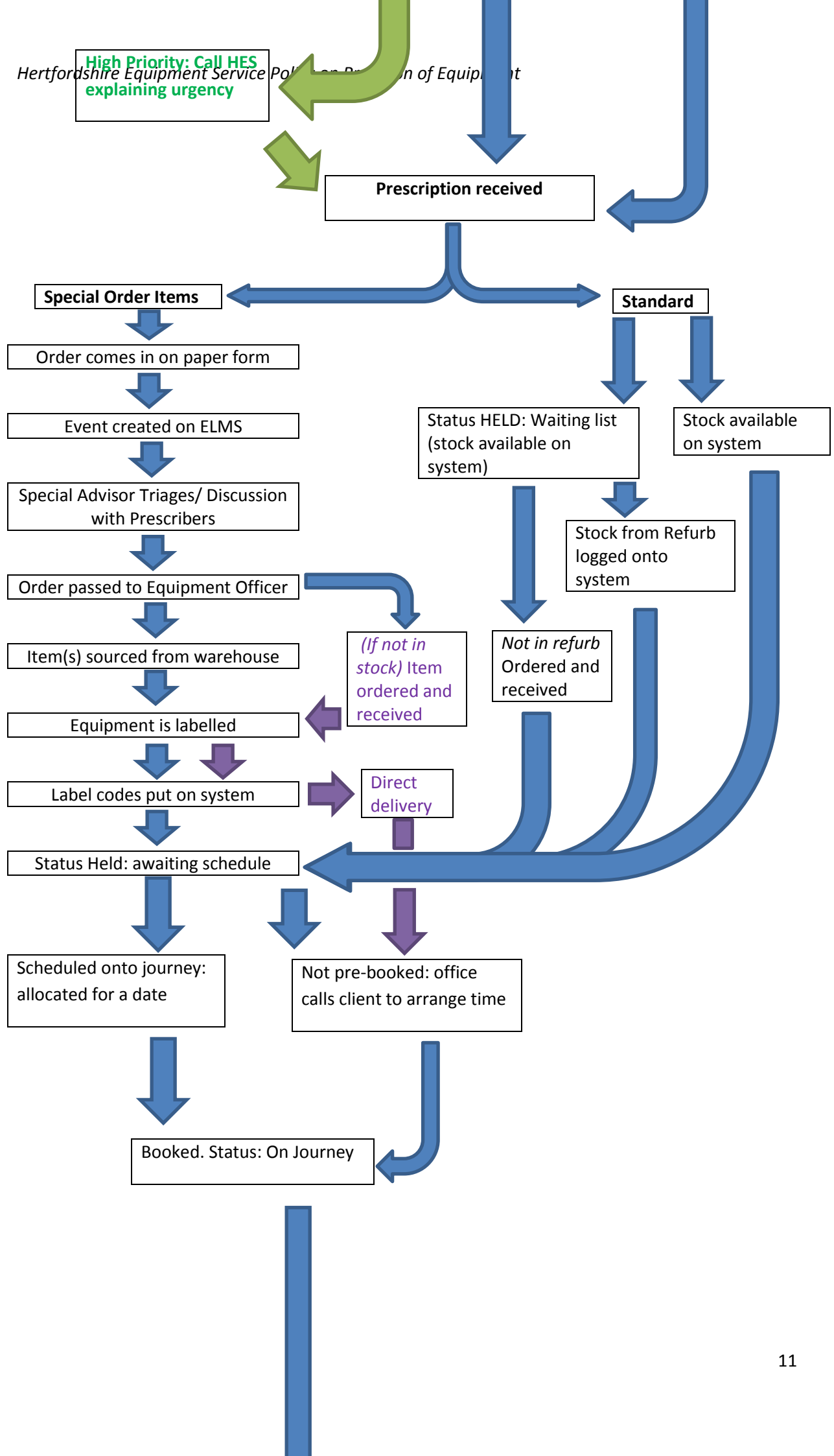
The role of equipment sales representatives will be clarified. Relationship to equipment reps or familiarity with a particular item should never be used as criteria when assessing functional need. This is a part of the focus on functional need over equipment focused equipment provision.

The first assessment will always be done by a relevant clinician and reps will be called in only after consultation with HES specialist advisors confirmed that no stock available can meet the service user's need.

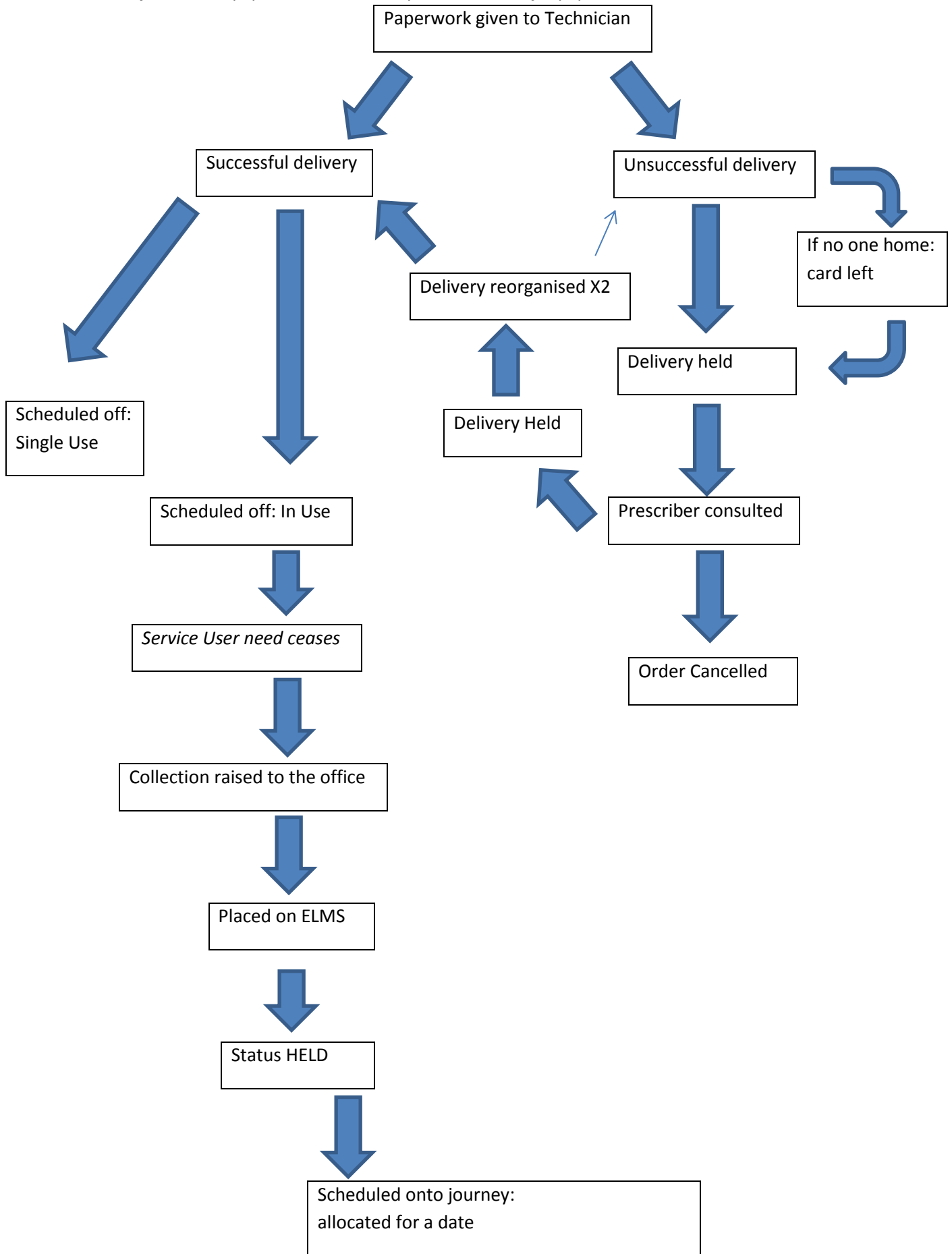
## Appendix 1: Process

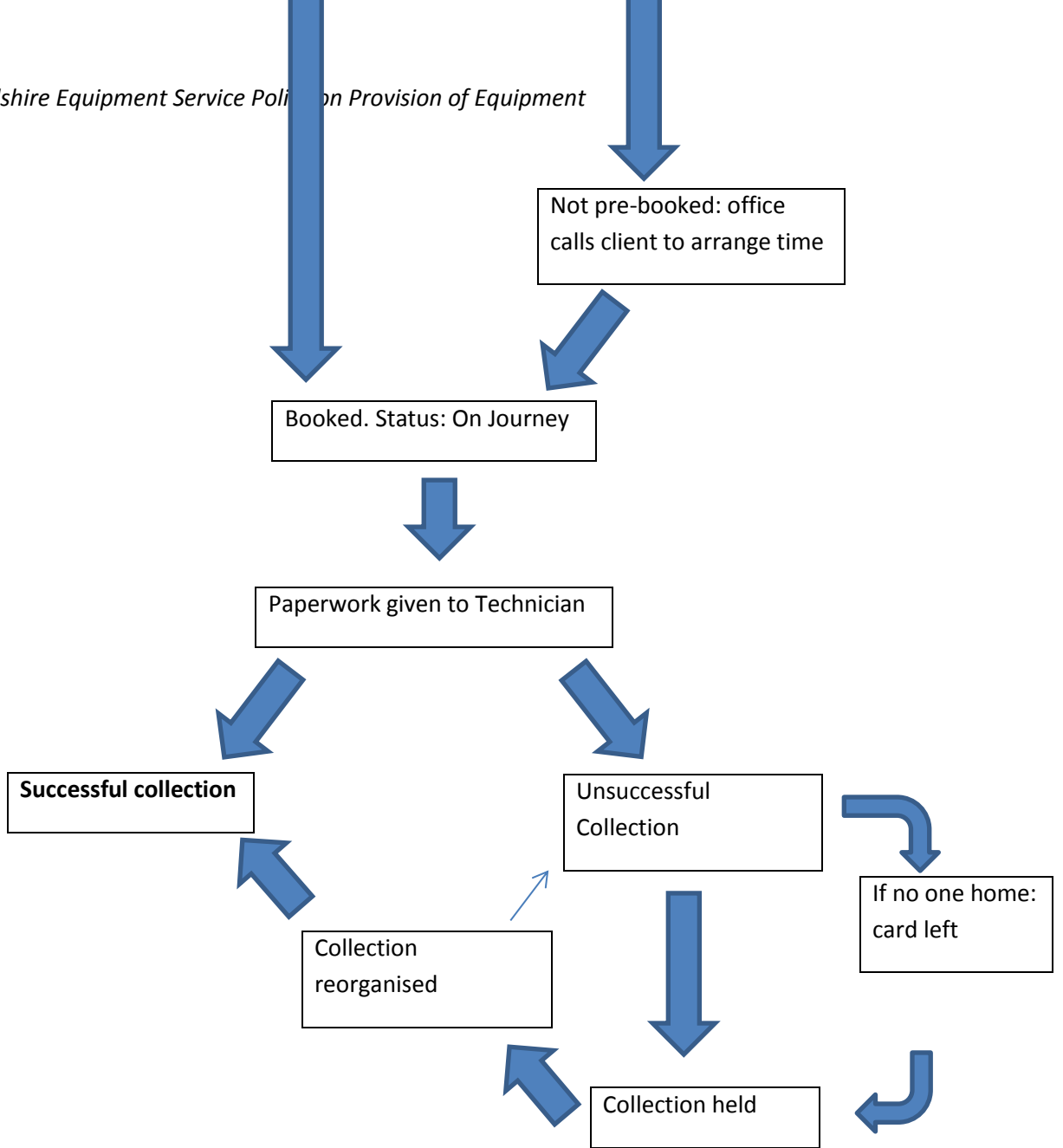
### Prescriber process





Hertfordshire Equipment Service Policy on Provision of Equipment





## **Appendix 2: Guidelines for the provision of equipment**

- This section outlines guidance for the provision of equipment.
- All equipment is described in generic (non-branded) terms.
- For further details about how the guidelines operate please consult the ladder approaches infographic flow charts in the Functional need pathways and new policy guidance.
- For all items required to carry weight and movement, please consider the service user's weight and order appropriate equipment.
- Consider the carer when prescribing equipment that will be used to move the service user as the carer will need to be able to move the service user as well as the weight of the equipment.
- Safe handling should be considered at all times.
- Consider the required space to set-up the equipment not just hold the equipment, equipment often needs more space than its own dimensions to install. If an item of equipment can't be installed on a delivery due to size constraints service users go longer without the equipment they need.
- When items are requested that are not covered in this policy the criteria for uncovered items is
  - a) The need of the service user and which functional need pathway the need falls under.
  - b) The reasons way a covered item wouldn't meet the need.
  - c) The reason why the suggested items is the most appropriate to meet that need.

Example Structure:

**Equipment Type Name**

**Description**

*A description outlining the equipment*

**Types**

- *Outlines the various versions of equipment*

**Criteria for loan**

- *The criteria that should be fulfilled and evidenced when ordering to enable authorisation*

**Points to consider**

- *Other thing to think about before ordering this piece of equipment*

**Useful Items**

- *Additional items that can be used in tandem with this piece of equipment before requiring the ordering of a more complex equipment*

**Ladder approach**

- *Item(s) on the previous rung of the functional need equipment pathway, when ordering prescribers must evidence why these items are unsuitable*

## Personal Hygiene

### Pathways Included

*Bathing*

*Showering*

### Equipment Included

- [Bath Board and Shower Board](#)
  - [Bath Step](#)
  - [Grab Rail](#)
  - [Bath Seat](#)
  - [Grip-on Bath Board](#)
  - [Bath-tap Adapted Shower](#)
- [Swivel Bather](#)
- [Bath Lift](#)
- [Wall Mounter Shower Seat](#)
- [Combined Commode/ Shower Chair](#)
- [Modular Shower Chair](#)
- [Tilt-in-Space Shower Chair](#)



## Bath Board and Shower Board

### Description

Level board or slatted board that lies across the width of the bath top to enable seated supported access onto the bath. The boards have adjustable non-slip fastenings underneath for a tight fit to the insides of the bath.

### Types

- Solid plastic
- Slatted plastic
- Standard width and extra wide
- Powder coated metal with drainage holes
- Wall hinged drop-down
- Grip-on

### Criteria for loan

- [General considerations](#) to be satisfied.
- Service user is unsafe to stand and step into the bath.
- Service User agrees to use of the equipment following discussion
- Service user's seated trunk control is sufficient to support balance while lifting legs in/out of the bath.
- The edges of the bath have sufficient width between tiles and the inside edge of the bath to safely support the board (40mm).
- Service user does not already have satisfactory bathing/showering provision.

### Points to consider

- Construction of the bath is strong enough to support topside seating.
- Safety of service user if they plan to reach into the water from a seated position.
- Modern shaped/sculpted bath sides may not be conducive to a solid grip of the bath board brackets.
- If the service user is planning to move to the bottom of the bath for washing, they should be encouraged to use a bath seat as well.
- Consider the weight limit of the board as set by the manufacturer.
- Fastenings need to be checked regularly, service users must be made aware of this.
- Would the service user prefer to buy their own one to keep based on their preference.
- For baths with integrated handles or unusual shapes, consider how item can be attached.
- Service user environment provides sufficient space to operate in bathroom

### Useful accessories

- [Bath Step](#)
- [Grab Rail](#)
- [Bath Seat](#)

## **Bath Step**

### **Description**

Non-slip surface waterproof step placed next to the bath to enable easier access.

### **Types**

- With handles
- Without handles

### **Criteria for loan**

- [General considerations](#) to be satisfied
- Service user can use the item
- Service User agrees to use of the equipment following discussion
- Service user does not wish to purchase their own
- Service user has capacity to turn and sufficient stability, mobility, and balance.

### **Points to consider**

- Potential trip hazard for service user and/or carers
- Weight limit of Bath Step set by manufacturer
- Would the service user prefer to buy their own one to keep based on their design preference
- Maximum height
- Placement and removal possible in the service user's environment

### **Useful accessories**

- [Grab Rail](#)

## **Grab Rail**

### **Description**

A ribbed rail which can be screwed to the wall to allow a service user to pull themselves forward from a bath seat to aid standing or repositioning to a bath board.

### **Criteria for loan**

- [General considerations](#) to be satisfied
- Service User agrees to use of the equipment following discussion
- Service User is able to use the equipment

### **Points to consider**

- Consider the amount of pull expected on the rail.
- The shorter type can be difficult to fit to curved bath panels.
- Would the service user prefer to buy their own one to keep based on their design preference

## Bath Seat

### Description

A seat which is to be placed at the bottom of the bath or suspended from the bath top to allow the service user closer access to the water than a bath board, while preventing them from getting too low in the bath and then unable to push up. Often used in conjunction with a bath board.

### Types

- Height adjustable or available in a range of heights.

### Criteria for loan

- [General considerations](#) to be satisfied
- Service User agrees to use of the equipment following discussion
- Service user is unable to push up from the bottom of the bath.
- Service user has sufficient shoulder and arm strength, and leg mobility to push up from seat to bath board.
- Service user is able to control lowering of the body onto the seat from a higher level.
- It should be used in conjunction with a rubber mat (not supplied by HES).
- Service user does not already have satisfactory bathing/showering provision.
- Consider functional ability of the user to operate and any contrary indicators e.g. arthritis

### Points to consider

- Consider the weight limit of the seat as set by the manufacturer.
- Consider the impact on service user's joints from regular use.
- The bottom of the bath should be strong enough to sustain narrow points of weight. (old early style fibre glass or plastic baths which creak on weight bearing should be carefully considered, or ruled out).

## Swivel Bather

### Description

Plastic seat with back support and drainage holes in the seat, fixed to metal bracket, which is supported on the top of the bath sides. The seat unit rotates on the bracket to allow safe supported turning of the service user into the bath. The seat is lockable in position during transfers and when over the bath to prevent over-balancing. It allows access to the bath and over bath shower for service users who have weaker trunk support than those who would be able to use a bath board.

### Types

- Adjustable bath widths
- Corner bath kit available
- Heavy Duty (bariatric) version.

### Criteria for loan

- [General considerations](#) to be satisfied
- Service user to be able to wash/shower from the seat.
- Not to be used if the intention is to reach the bottom of the bath.
- Service user can lift legs over the sides of the bath, independently or with minimal carer assistance.
- Service user does not already have satisfactory bathing/showering provision.
- Service User agrees to use of the equipment following discussion

### Points to consider

- Construction of bath must be strong enough to weight bear service user plus item
- Consider the weight limit of the seat as set by the manufacturer.
- May need to consider over bath shower (via DFG) that allows safe access to personal hygiene, independently or with minimal carer support without danger of reaching down into bath.
- Depth of lip of bath edge near wall – minimum 40mm.
- For baths with integrated handles or unusual shapes, consider how item can be attached

### Useful Items

- [Bath Step](#)
- [Grab Rail](#)

### Ladder Approach

- [Bath Board and/or Shower Board](#)

### Authorisation Required

## Bath Lift

### Description

A range of equipment which by various means of raising and lowering (e.g. battery powered, air powered by remote compressor) enables a service user with a disability to maintain their personal hygiene by bathing either independently or with minimal assistance from a carer.

### Types

- Internal bath seat, which raises and lowers by a variety of mechanisms.
- Sliding Turntable
- Fixed or reclining back.
- With side flaps
- Without side flaps

### Criteria for loan

- [General considerations](#) to be satisfied
- Standard bath equipment (e.g. bath boards/seats/rails) have been tried or considered, and deemed inadequate or inappropriate by the prescriber.
- Other bath top equipment (e.g. swivel bather) has been considered and deemed inadequate or inappropriate by the prescriber.
- The service user is able to transfer onto the proposed equipment independently or with the assistance of a carer.
- Service user does not already have satisfactory bathing/showering provision.

### Points to Consider

- The service user or carer is able to recharge the battery pack as instructed.
- The site and construction of the bath will accommodate the equipment, allowing sufficient space for washing and transfers.
- The weight of the service user does not exceed the weight tolerance of the equipment as recommended by the manufacturer.
- The presence of integral bath handles may impede the side flaps. Slide flap protectors may be required or issue version without side flaps.
- Dimpled bath bottom may reduce the adherence of the bath lift suckers. Re-positioning of the suckers using a sucker kit may be required.
- Who operates the hand control.
- Ensure that appropriate arrangements are in place to clean the equipment according to manufacturer's instructions.
- Consideration should be given to all potential trapping hazards e.g. moveable side flaps as there have been incidents of injury to males' testicles.
- The availability of a power socket external to the bathroom if a mains powered compressor is to be used.

### Ladder Approach

- [Swivel Bather](#)

### Authorisation Required

## **Free Standing Shower Stool**

### **Description**

A waterproof stool to provide seating in a shower to enable washing.

### **Types**

- Corner
- Three legged

### **Criteria for loan**

- [General considerations](#) to be satisfied
- Service User agrees to use of the equipment following discussion .

### **Points to consider**

- Is there space in the shower for the stool
- If others use the shower, is there storage space outside the shower
- Weight limits

### **Useful Items**

- [Grab Rail](#)

## Wall Mounted Shower Chair

### Description

A waterproof fold down chair with legs mounted directly onto the wall to provide seating in a shower to enable washing.

### Criteria for loan

- [General considerations](#) to be satisfied
- Service User agrees to use of the equipment following discussion .

### Points to consider

- Location of pipes along shower wall may prevent installation
- Weight limits
- Service user preference for this solution over the Shower Stool is not a criteria, impracticality of the shower stool as a seated-in-shower solution must be evidenced
- Set height of seat

### Useful Items

- [Grab Rail](#)

### Ladder Approach

- Due to installation risks relating to pipes use a standard [shower stool](#) when possible.



## Combined Commode/ Shower chair

### Description

A rust proof / water resistant chair on wheels that can be used to facilitate personal hygiene within a level access shower facility. Some Types can also be used as a commode or over a standard toilet.

### Types

- Self-propelled
- Attendant propelled
- Solid seat
- Commode

### Criteria for loan

- [General considerations](#) to be satisfied
- Service user requires assistance to transfer on/off shower seat.
- Service user uses wheelchair for indoor mobility
- A level access shower is in situ or is approved and installation is planned.
- A static shower chair has been considered and deemed inadequate or inappropriate.
- Service User agrees to use of the equipment following discussion
- Service user does not already have satisfactory bathing/showering provision.
- The provision of equipment will enable service user to access toileting facilities and therefore decrease incidents of incontinence, help maintain dignity and decrease reliance on others for provision of personal care.

### Points to consider

- A harness or lap strap may be required in certain circumstances to maintain posture or seating position. Careful fitting of straps is required to prevent chaffing. NB straps/harnesses/belts should be fitted as an aid to positioning and not as a restraint.
- Pressure care areas may need to be identified and specialist advice sought.
- The service user's ability to self-propel and manage the brakes.
- That there are adequate storage facilities and turning space within the bathroom.
- Consideration should be given to combining the commode aspect of toileting with showering access by providing one item of equipment instead of multiple provision.
- Service user/Carer's ability to manoeuvre shower chair

### Ladder Approach

- [Shower Stool](#)
- [Wall Mounted Shower Seat](#)

## Modular Shower Chair

### Description

Wheeled waterproof shower chair with modular accessories to adapt it to service user's specific need

### Criteria for loan

- The person is unable to stand in a shower & needs additional support from arms/back/feet.
- Service User agrees to use of the equipment following discussion
- The person is unable to maintain a safe seating position in a standard shower chair.
- The person needs to shower regularly due to medical need or incontinence
- Service user agrees to loan following discussion
- [General considerations](#) to be satisfied

### Points to Consider

- Space to allow for persons legs in seated position
- User environment –particularly floor surfaces
- Service user/Carer's ability to manoeuvre shower chair
- That there are adequate storage facilities and turning space within the bathroom.

### Useful Items

- Head support

### Ladder Approach

- [Combined Commode/ Shower chair](#)

### Authorisation Required

## **Tilt-in-Space Shower Chair**

### **Description**

Shower chair with facility to recline the seating area whilst maintaining the 90degree position at hips and knee joints.

### **Criteria for loan**

- The person is unable to stand in a shower & needs additional support from arms/back/feet.
- The person needs to shower regularly due to medical need or incontinence.
- The person is unable to maintain a safe seating position in a standard shower chair.
- The person needs to be hoisted in to the shower chair & this cannot be achieved in a standard upright shower chair.
- Discussions have been had with service user and they agree to loan.
- [General considerations](#) to be satisfied
- Service User agrees to use of the equipment following discussion

### **Points to Consider**

- Space to allow for persons legs in seated position
- User environment –particularly floor surfaces
- Storage when not in use
- Service user/Carer's ability to manoeuvre shower chair
- Additional space requirements needed to manoeuvre chair

### **Ladder Approach**

- [Modular Shower Chair](#)

### **Authorisation Required**

## Seating

### Pathways Included

*Sit to Stand*

*Postural Support*

### Equipment Included

- [Seat Raisers](#)
- [Foam Wedge](#)
- [Standing Aids](#)
- [Elevator Cushion](#)
- [Chair Raiser- Electric Unit](#)
- [Riser Chair](#)
- [Adjustable Seating Chair](#)
- [Moulded Cushion](#)
- [Foam Chair Cushion](#)
- [Air Cushion](#)
- [Waffle Seat Cushion](#)
- [Alternating Air Cushion](#)
- [Tilt-in-Space Chair](#)

## Seat Raisers

### Description

Adaptions to the base of a seat to adjust height of seat to assist with sit-to-stand

### Types

- Fixed blocks
- Adjustable height cross base

### Criteria for loan

- The service user should be assessed as so substantially and permanently restricted in their mobility that functional ability is gained only from a chair with a seating lever higher than their current chair or an assisted lift.
- The service user would gain functional ability by the provision of suitable seating, or less strain would be put on the carer.
- The person needs additional assistance to rise from a low chair and their safety is being compromised.
- To alter angle of chair & promote pressure relief/ postural drainage
- The chair itself is not at the correct height.
- Service User agrees to the loan of the equipment following discussion .
- [General considerations](#) to be satisfied

### Points to Consider

- The chair to be modified must be stable and in reasonable condition.
- Only one chair or settee as preferred to be modified.
- If chair raisers are fitted, the service user should be informed not to move the chair.
- All legs/castors on a chair or settee must be raised.

### Ladder Approach

- Alternative chair in users own home
- Fixed blocks should be considered first
- Discuss whether service user would prefer to purchase correct height chair

## Foam Wedge

### Description

A wedge of medium density foam that sits on top of a mattress or on an armchair.

### Criteria for loan

- The person needs support to sit up in bed to meet their care, posture and/or pressure needs and their safety is being compromised.
- The person has a medical need which cannot otherwise be met e.g. postural drainage, respiratory failure.
- The person needs to alter the angle of their seating to promote transfers or seating position posture.
- The person needs to raise their legs/ankles/feet for an identified medical reason.
- Service User agrees to use of the equipment following discussion .
- [General considerations](#) to be satisfied

### Points to Consider

- Chair is suitable
- Weight limits
- Social & emotional impact if provision separates person from partner

### Ladder Approach

- Service user purchases for themselves one of their preference

## Standing Aids

### Description

Metal or plastic loop/handle which fastens to the base of the chair, or is held in place by weight of seat, which a service user can use to pull self from lying to sitting, and can assist with sitting to standing.

### Types

- Height adjustable
- Width adjustable

### Criteria for loan

- Service user requires extra assistance to rise from chair.
- [General considerations](#) have been satisfied.
- Foam wedge insufficient.
- Service user requires something to push off to stand.
- Existing chair only has one armrest.
- Service User agrees to use of the equipment following discussion

### Points to Consider

- Use requires good arm strength and sitting balance.
- Weight limits

### Ladder Approach

- [Seat raisers](#)

## **Elevator Cushion**

### **Description**

Cushion that tilts to assist in raising a person from their chair.

### **Types**

- Manual
- Electric

### **Criteria for loan**

- The person cannot rise from sit to stand position in order to mobilise and their safety is being compromised.
- The service user would gain functional ability by the provision of suitable seating.
- [General considerations](#) have been satisfied.
- Service User agrees to use of the equipment following discussion .

### **Points to Consider**

- Suitable seat (stable and in reasonable condition) available in home
- If service users typical seat is not suitable check other seats before moving up the ladder
- Weight limits
- Service user should be able to stand safely, having considered their balance and weight before providing an elevator cushion unit.

### **Ladder Approach**

- Seat Raisers
- Foam Wedges

### **Authorisation Required**



## **Moulded Cushion**

### *Postural Support*

#### **Description**

Mouldable cushion which is placed in a seat to support posture

#### **Types**

#### **Criteria for loan**

- Service user cannot maintain posture unaided
- Service User agrees to use of the equipment following discussion
- The client will be seated in the chair more than 6 hours a day.
- Use of the proposed equipment has demonstrated improved postural control
- [General considerations](#) have been satisfied.

#### **Points to Consider**

- Weight limits
- Given length of seating per day consider pressure concerns

#### **Authorisation Required**

## **Tilt-in-Space Chair**

### **Description**

A single motor tilt in space chair

### **Criteria for loan**

- Service user's own chair is unsuitable for adaptations.
- Adaptions to users own chair insufficient for medical needs
- Service User agrees to use of the equipment following discussion
- [General considerations](#) have been satisfied.

### **Points to Consider**

- Weight limits
- A risk assessment should be completed if a carer is moving and handling the service user in/out of the chair.
- If the client is mobile, consider their sit to stand from the chair.
- Consider the risks of the service user choking associated with tilt in-space chairs.

### **Ladder Approach**

- [Alternating Air Cushion](#)
- [Waffle Seat Cushion](#)

### **Authorisation Required**

## Beds

Pathways included:

*Standing to seated on the bed*

*Lying flat to seated on bed*

*Seated on bed to lying flat*

Equipment Covered:

- [Sliding Bedding](#)
- [Bed Raisers](#)
- [Bed Rails](#)
- [Mattress Elevator](#)
- [Leg Lifters](#)
- [Electric Leg Lifters](#)
- [Profiling Bed](#)
- [Standing Frame](#)
- [Rota Stand](#)
- [Standing Hoist](#)

## Sliding Bedding

### Description

Sheets used to slide service user across bed

### Types

- Slide Sheets
- Satin Sheets

### Criteria for loan

- [General considerations](#) have been satisfied.
- Service user agrees, following from discussions
- Carer is available
- Low pressure care needs
- *Satin Sheets*- Service user has to able to roll

### Points to Consider

- Weight limits
- Slide sheets can remain on the bed
- Satin sheets need to be removed from bed
- Service user cognition
- Consider shearing forces
- Maximum service length:

### Ladder Approach

- Teaching techniques to exit bed

## Bed Raisers

### Description

Equipment to raise an existing domestic bed to an acceptable functional level.

### Types

- System raisers
- Blocks

### Criteria for loan

- [General considerations](#) have been satisfied.
- The service user should be assessed as being so restricted in their functional ability that they are unable to transfer on/off bed at its current height.
- The service user would gain independent functional ability by the provision of a suitable raising unit, or that less strain would be put on a carer.
- The bed needs to be raised to allow a mobile hoist to be used to transfer the service user.
- Discussions with service user lead to agreement for loan.
- Blocks must be considered before system raisers.
- Bed is suitable to be raised.

### Points to Consider

- If bed raisers are fitted the client must be informed NOT to move the bed.
- The bed to be modified must be stable and in reasonable condition.
- Both ends of the bed must be raised to an equal height, i.e. one end of the bed should not be raised alone to provide postural drainage for oedema as the construction of most beds will not bear unfocussed areas of strain and will collapse.
- The prescriber must take into account the number of legs or castors to be supported under the bed in order to maintain equal spread of weight and pressure on raising systems and bed structure. **All** legs/castors on the bed must be raised.
- Check the width of the bed when deciding which raisers to order.
- Divan drawers must be emptied prior to the technician fitting the raisers.
- Where ever technically possible, furniture raisers should be used.
- The maximum weight given by the manufacturer needs to include the weight of the bed, mattress, individuals sleeping in the bed and any other equipment fitted to the bed.

### Ladder Approach

- [Sliding Bedding](#)

## Bed Rails

### Description

Metal or wooden rails which attach to the bed base to assist in moving and handling from the bed.

### Types

- Integral to the bed
- Third party A
- Specialist A
- Free standing A
- Cot sides
- Bed loops A
- Bed Levers

### Criteria for loan

- [General considerations](#) have been satisfied.
- Service user agrees to loan following discussions
- Service user has sufficient grip strength, trunk control, and ability to reach.

### Points to Consider

- Bed rails should not be used as a restraint to prevent a service user from getting out of bed. Assistive technology support should be sought for service users who wander.
- 3rd party bed rails may not be compatible with other items of equipment fitted to a bed. A full assessment of all the service users' requirements relating to the bed should be undertaken, not just a bed rails assessment.
- Certain Types of pressure relief may require extra height bed rails.
- Installation of bed rails normally requires that the service user is NOT in the bed. In exceptional circumstances bed rails can be fitted to a community profiling bed while the occupant is in the bed.
- Cannot put a "panel" on a privately purchased profiling bed
- HES will not deliver unless they receive confirmation and evidence that a proper risk assessment has taken place.

### Ladder Approach

- [Bed Raisers](#)
- [Wall Mounted Drop-down Rails](#)

### Authorisation Required

- Third party
- Specialist
- Free standing
- Bed loops

## Over Bed Lifting Pole

### Description

A metal frame, which can be free standing, floor, wall or bed fixed, which suspends a lifting handle over the bed. The service user can adjust their position in bed by pulling on the handle.

### Types

- Standard – floor based free standing.
- Bed fixed – normally for hospital style profiling beds.
- Non- standard – wall or floor fixed.

### Criteria for provision

- [General considerations](#) have been satisfied.
- Service user is unable to independently pull themselves from a lying to a sitting position.
- Other standard equipment has been considered and deemed inadequate or inappropriate.
- Service user has difficulty in turning.
- Service user has sufficient strength in their upper limbs.
- Service user agrees to loan of equipment following discussion

### Points to consider

- Free standing versions are suitable for use with low divan based beds only. They are not suitable for use with beds with legs or variable height beds.
- If floor fixed – consider the type of flooring and ensure there is no under floor heating which may be damaged.
- If wall or ceiling fixed – consider the construction of the walls/ceiling and ensure the chosen fixing site is suitable for load bearing.
- If bed fixed – ensure the bed has a fixing site for a lifting pole and that the correct product for the model of bed is selected.
- The following factors would contra-indicate use of this item:
  - Severe cardiac problems
  - Severe chest problems
  - Upper limb dysfunction e.g. RA, MD.
  - Severe hemiplegia
  - Where there is the possibility of shoulder dislocation or spinal strain
  - Where there is evidence of confused states.

### Ladder Approach

- [Bed Rails](#)

## Mattress Elevator

### Description

An electrically operated lifting mechanism which, when fitted under the mattress, lifts the user from a lying to a sitting position.

### Types

- Divan bed base
- Slatted bed base
- Adjustable to fit beds up to 5' in width.

### Criteria for loan

- [General considerations](#) have been satisfied.
- Service users function is not sufficient to sit up from lying without assistance and where no other equipment will meet this need.
- The service user's condition requires them to spend significant amounts of time in bed and they are unable to change position independently.
- The service user has sufficient balance and trunk control to use it safely.
- The provision of a mattress elevator/pillow lifter would diminish the amount of disturbance and/or strain experienced by the carer, where no other equipment will address this.
- Service user agrees to loan following a discussion

### Points to Consider

- Some thicker (greater than 8") mattresses may not be suitable for use with a mattress elevator.
- All mattresses will show some wear if used with a mattress elevator (crease along the bend).
- An electric socket is available where trailing leads will not create a trip hazard.
- The service user and/or carer can use the controls.
- If providing a mattress elevator on a double bed, advice should be given to the partner regarding possible inconvenience.
- The noise of the unit in operation may disturb other people.
- Pillows may need taping to prevent them slipping.
- Stabilising straps will prevent divan drawers from being used.
- Mattress elevators and pillow lifters are not to be used solely for static positioning in bed for breathing or postural positioning requirements
- Ensure that the product selected is compatible with other items of equipment required on the bed e.g. pressure care, bed levers, bed rails.
- Ensure that the mattress elevator selected is compatible with the bed base (divan or slatted)

### Ladder Approach

- [Bed Rails](#)



## Leg Lifters

### Description

Devices to enable service user to raise the service user's legs up to the level of the mattress so that they can move them onto the bed legs onto a bed

### Types

- Manual sling
- Electrically powered platform A

### Criteria for loan

- [General considerations](#) have been satisfied.
- The service user is unable to independently lift their legs onto the bed and other options have been considered and deemed inappropriate.
- The service user has sufficient sitting balance and trunk strength to maintain a sitting position while their legs are raised by the leg lifter.
- The service user is able to 'bottom shuffle' and can adjust their position onto the bed once their legs have been raised.
- Service user agrees to loan following a discussion.
- Electric should only be loaned if service user lacks the ability to use the manual sling

### Points to Consider

- Service user has the physical ability to use the lifter (manual).
- An electrical socket is available (electric).
- The service user and/or carer have the ability to manage the controls.
- This equipment is of very limited application as the service user also needs to be able to adjust their position on the bed once the legs have been raised

### Ladder Approach

- [Mattress Elevator](#)

### Authorisation Required

- Electrically powered platform A

## Standard Profiling Bed

### Description

An electrically operated positional adjustable bed base.

### Types

- Bariatric units available
- Solite
- 4 section profiling beds

### Criteria for loan

- The person requires a positioning bed to meet their care, posture and/or pressure needs and prevention of shear forces.
- The person has a medical need which cannot otherwise be met e.g. postural drainage, respiratory failure
- Service user is in Last Days of Life and other solutions not applicable due to time.
- Short term solution to enable hospital discharge
- Bariatric units only available if service user is bariatric or approved by a specialist moving and handling advisor in HES. Personal comfort is not a criteria for loan of bariatric units.
- Enables independent transfers where other solution would not e.g. for wheelchair users
- Service User agrees to use of the equipment following discussion.
- [General considerations](#) have been satisfied.

### Points to Consider

- Entrapment risk to children and pets
- Bed extensions only available if conditions are met
- Operator controls
- Positioning: access to electrical sockets
- Weight limits
- Ability/need to access both sides of bed
- Access to site for safe delivery
- Battery back up
- Trailing leads
- Authorisation not required to move the bed if request is made by an appropriate professional
- Raise the knee break section to prevent mattress sliding before requesting a bed extension
- Consider the other equipment going with the bed
- Should be downstairs
- BEDS AND MATTRESSES ORDERED SEPERATELY subject to SEPARATE CLINICAL JUSTIFICATION

### Ladder Approach

- [Bed Rails](#)
- [Leg Lifters](#)
- [Standing Hoist](#)

**Authorisation Required**

### Low Profiling Bed

An electrically operated height and /or positional adjustable bed base that can lower whole base.

#### Criteria for Loan

- The person requires a positioning bed to meet their care, posture and/or pressure needs and prevention of shear forces.
- Risk of wandering.
- The person has a medical need which cannot otherwise be meet e.g. postural drainage, respiratory failure.
- Height adjustable bed is required to support carers (informal and/or formal) and/or may reduce or remove care package.
- Service user is in Last Days of Life and other solutions not applicable due to time.
- Short term solution to enable hospital discharge.
- Bariatric units only available if service user is bariatric or approved by a specialist moving and handling advisor in HES. Personal comfort is not a criteria for loan of bariatric units.
- Enables independent transfers where other solution would not e.g. for wheelchair users
- Service User agrees to use of the equipment following discussion.
- [General considerations](#) have been satisfied.

#### Points to Consider

- Entrapment risk to children and pets
- Bed extensions only
- Operator controls
- Positioning: access to electrical sockets
- Weight limits
- Ability/need to access both sides of bed
- Access to site for safe delivery
- Battery back up
- Trailing leads
- Authorisation not required to move the bed if request is made by an appropriate professional
- Raise the knee break section to prevent mattress sliding before requesting a bed extension
- Consider the other equipment going with the bed
- Should be downstairs
- BEDS AND MATTRESSES ORDERED SEPERATELY subject to SEPARATE CLINICAL JUSIFICATION

#### Ladder Approach

- [Profiling bed](#)

#### Authorisation Required

### Ultra-Low Profiling Bed

An electrically operated height and /or positional adjustable bed base that can lower whole base to floor. Also known as a floor bed

#### Criteria for Loan

- Service user is at risk of rolling/falling out of bed and needs to be lowered to floor.
- The person requires a positioning bed to meet their care, posture and/or pressure needs and prevention of shear forces.
- The person has a medical need which cannot otherwise be met e.g. postural drainage, respiratory failure
- Height adjustable bed is required to support carers (informal and/or formal)
- Service user is in Last Days of Life and other solutions not applicable due to time.
- Short term solution to enable hospital discharge
- Bariatric units only available if service user is bariatric or approved by a specialist moving and handling advisor in HES. Personal comfort is not a criteria for loan of bariatric units.
- Enables independent transfers where other solution would not e.g. for wheelchair users
- Service User agrees to use of the equipment following discussion.
- [General considerations](#) have been satisfied.

#### Points to Consider

- Entrapment risk to children and pets
- Bed extensions only
- Operator controls
- Positioning: access to electrical sockets, trailing leads, ability/need to access both sides of bed
- Weight limits
- Battery back up
- Authorisation not required to move the bed if request is made by an appropriate professional
- Raise the knee break section to prevent mattress sliding before requesting a bed extension
- Consider the other equipment going with the bed
- Access to site for safe delivery; should be downstairs
- BEDS AND MATTRESSES ORDERED SEPERATELY subject to SEPARATE CLINICAL JUSTIFICATION
- Motor and other items cannot be positioned under the bed. Additional space (1 foot) should be made for them when undertaking the environmental assessment

#### Ladder Approach

- [Profiling bed](#)

#### Additional Items

- Padded mats

#### Authorisation Required

## Pressure Care

### Pressure Reducing Foam Overlay

#### Description

A modular foam overlay mattress with a multi stretch vapour permeable cover, designed to go on top of a person's own divan mattress indicated for prevention only.

#### Types

- Single
- Double

#### Criteria for loan

- The service user has been fully assessed by a practitioner whom has clinically indicated the use of this therapy in the prevention of pressure ulceration
- The service user has evidenced risk of developing pressure damage
- Carers, informal and formal, are instructed on use by a health practitioner.
- Waterlow Score: 10-14
- Ulcer Category: 1,2
- [General considerations](#) have been satisfied.
- Service User agrees to use of the equipment following discussion

#### Points to Consider

- Service user/carer advised on turning, movement, and mobility
- Service user/carer given pressure ulcer information
- Weight limits
- If deterioration of skin condition occurs contact HES tissue viability nurse.
- Do not smoke while lying on this mattress

## Foam Replacement Mattress

### Description

Foam mattress used in place to for the purpose of pressure relief.

### Types

- Single

### Criteria for loan

- [General considerations](#) have been satisfied.
- Waterlow Score: 10-14
- Ulcer Category: 1,2
- Risk of skin breakdown with grade one pressure sore
- Service user agrees to use the equipment following discussion.
- Service user agrees to use of equipment following discussion
- The service user has been fully assessed by a practitioner whom has clinically indicated the use of this therapy in the prevention of pressure ulceration
- The service user has evidenced risk of developing pressure damage
- Carers, informal and formal, are instructed on use by a health practitioner.

### Points to Consider

- Max weight 21st/127kg
- Not for use in recliner chairs.
- Not provided to care homes.
- Plus size available
- If deterioration of skin condition occurs contact HES tissue viability nurse.
- Do not smoke while seated on cushion
- Not appropriate to put service user on unnecessarily higher grade mattress

## Air Overlay

### Description

Inflatable air mattress that lays over the service user's own mattress

### Types

- Single
- Double

### Criteria for loan

- The service user has been fully assessed by a practitioner whom has clinically indicated the use of this therapy in the prevention of pressure ulceration
- The service user has evidenced risk of developing pressure damage
- Carers, informal and formal, are instructed on use by a health practitioner.
- [General considerations](#) have been satisfied.
- Service user agrees to use of equipment following discussion
- Waterlow Score: 15-20
- Ulcer Category: 1,2

### Points to Consider

- Service user/carer advised on turning, movement, and mobility
- Service user/carer given pressure ulcer information
- If deterioration of skin condition occurs contact HES tissue viability nurse.
- Do not smoke while lying on mattress
- Weight limits

### Ladder Approach

- [Pressure Reducing Foam Overlay](#)

### Authorisation Required



## **Air-Replacement Mattress**

### **Description**

Mixture of foam and air mattress that replaces service user's own mattress.

### **Criteria for loan**

- The service user has been fully assessed by a practitioner whom has clinically indicated the use of this therapy in the prevention of pressure ulceration
- The service user has evidenced risk of developing pressure damage
- Carers, informal and formal, are instructed on use by a health practitioner.
- Service User agrees to use of the equipment following discussion
- [General considerations](#) have been satisfied.
- Waterlow Score: 15-20
- Ulcer Category: 1-4
- Thorough medical justification provided

### **Points to Consider**

- Service user/carer advised on turning, movement, and mobility
- Service user/carer given pressure ulcer information
- If deterioration of skin condition occurs contact HES tissue viability nurse.
- Do not smoke while lying on mattress
- Weight limits

### **Ladder Approach**

- [Air Overlay](#)

### **Authorisation Required**

## **Air Alternating Replacement Mattress**

### **Description**

Electric powered inflating air or, air and foam mattress which replaces service users own mattress.

### **Types**

- Hybrid (standard)
- Air only (special)

### **Criteria for loan**

- The service user has been fully assessed by a practitioner whom has clinically indicated the use of this therapy in the prevention of pressure ulceration
- The service user has evidenced risk of developing pressure damage
- Carers, informal and formal, are instructed on use by a health practitioner.
- Waterlow Score: 21+
- Ulcer Category: 3-4
- Thorough clinical justification provided
- Service user agrees to use of equipment following discussion
- [General considerations](#) have been satisfied.

### **Points to Consider**

- Service user/carer advised on turning, movement, and mobility
- Service user/carer given pressure ulcer information
- If deterioration of skin condition occurs contact HES tissue viability nurse.
- Do not smoke while lying on mattress
- Weight limits

### **Ladder Approach**

- [Air-Replacement Mattress](#)

### **Authorisation Required**

## Foam Chair Cushion Description

## Pressure Relief

Foam cushion placed in chair to for the purpose of pressure relief. Typically square shaped.

### Types

- Single

### Criteria for loan

- [General considerations](#) have been satisfied.
- Waterlow Score: 10-14
- Ulcer Category: 1,2
- Risk of skin breakdown with grade one pressure sore. Not appropriate to put on higher grade
- Service user agrees to use the equipment following discussion.
- The service user has been fully assessed by a practitioner whom has clinically indicated the use of this therapy in the prevention of pressure ulceration
- The service user has evidenced risk of developing pressure damage
- Carers, informal and formal, are instructed on use by a health practitioner.

### Points to Consider

- Max weight 21st/127kg
- Not for use in recliner chairs.
- Not provided to care homes.
- Plus size available
- Not appropriate to put service user on unnecessarily higher grade mattress
- If deterioration of skin condition occurs contact HES tissue viability nurse.
- Do not smoke while seated on cushion

### Authorisation Required

## Air Cushion

### Description

Inflatable air cushion placed in chair to for the purpose of pressure relief. Typically square shaped.

### Types

- Single

### Criteria for loan

- [General considerations](#) have been satisfied.
- Waterlow Score: 15-20
- Ulcer Category: 1,2
- The service user has been fully assessed by a practitioner whom has clinically indicated the use of this therapy in the prevention of pressure ulceration
- The service user has evidenced risk of developing pressure damage
- Carers, informal and formal, are instructed on use by a health practitioner.
- Service User agrees to use of the equipment following discussion

### Points to Consider

- Max Weight: 21st/127kg
- If deterioration of skin condition occurs contact HES tissue viability nurse.
- Do not smoke while seated on cushion

### Ladder Approach

- [Foam Chair Cushion](#)

### Authorisation Required

## **Waffle Seat Cushion**

### **Description**

Waffled pre-inflated low profile cushion with Velcro strap to attach to seat.

### **Types**

- Bariatric available (318kg)
- Various sizes

### **Criteria for loan**

- Waterlow Score:
- Ulcer Category: 1-4
- Service User agrees to use of the equipment following discussion
- General considerations have been satisfied.

### **Points to Consider**

- Weight Limits: 136kg
- Covers available

### **Ladder Approach**

## Alternating Air Cushion

### Description

Electric powered inflating cushion for pressure relief in seats

### Criteria for loan

- Waterlow Score 21+
- Ulcer Category 3,4
- Service user agrees to use of equipment following discussion
- [General considerations](#) have been satisfied.
- The service user has been fully assessed by a practitioner whom has clinically indicated the use of this therapy in the prevention of pressure ulceration
- The service user has evidenced risk of developing pressure damage
- Carers, informal and formal, are instructed on use by a health practitioner.

### Points to Consider

- Max Weight: 24st/152kg
- If deterioration of skin condition occurs contact HES tissue viability nurse.
- Do not smoke while seated on cushion

### Ladder Approach

- [Air Cushion](#)
- [Waffle Seat Cushion](#)

### Authorisation Required

## Slings

### Description

Fabric supports of various styles and sizes used to wrap around a service user to enable attachment to a hoist for safe transfer of the service user from one point to another, where the service user is non-weight bearing or unreliable in their weight bearing. Options include head support, extended leg and shoulder sections and chest straps.

### Types

- For use with Standing Hoist/Mobile Hoist/Ceiling Track/Gantry Hoist. A
- In-Chair A
- Toileting
- Transfer
- Spacer fabrics (to remain under client while in chair). A
- With or without head support.
- With or without padding options.
- Standard (universal).
- Specialist (includes bathing- one per location barring exceptional circumstances). A

### Criteria for loan

- Service user meets criteria for a hoist (see hoist criteria).
- Assessment has been undertaken by a qualified clinician.
- The person needs to be transferred/repositioned using a hoist/stand aid.
- Standard or universal slings should be explored and excluded before progressing to more specialist slings.
- Second slings maybe required due to continence, bathing, and transfer surfaces/ locations (slings should follow service user between location unless for children at school).
- Service user agrees to loan following discussions.
- Length of time and frequency of use.
- [General considerations](#) have been satisfied.

### Points to Consider

- Type of sling should be selected for purpose of transfer.
- Consider the agitation and co-operation levels of the service user when selecting the sling.
- Clear instructions should be given to the service user/carer in verbal and written forms, especially when it is essential to use specific loops on the sling.
- Ensure sling attachment points are compatible with the type of hoist being used.
- Mesh fabrics are not required for slings used for bathing/showering. Modern poly fabrics allow water to pass through and have similar drying times to mesh. Mesh creates more surface drag on the skin when inserted and more shear forces on deep tissues.
- Service user/carer to be made aware that they are **not to write on the sling** as this voids them. Carers/service users will be charged the cost of any voided slings.

### **Ladder Approach**

- For a more detailed outline of the Ladder Approach please see the 'Functional need pathways and new policy guidance on Ladder Approach' available [here](#) (*hyperlink to be added here*)

### **Authorisation Required**

- For use with Standing Hoist/Mobile Hoist/Ceiling Track/Gantry Hoist
- In-Chair
- Spacer fabrics (to remain under client while in chair)
- Specialist (includes bathing- one per location barring exceptional circumstances)



## Other Manual Handling

### Pathways Included

*Assisting to Stand*

*Seated to Seated Transfer out of bed*

*Falls*

### Equipment Included

- [Transfer Board](#)
- [Moving and Handling Belts](#)
- [Standing Frame](#)
- [Transfer Aids](#)
- [Turning Aids](#)
- [Standing Hoist](#)
- [Mobile Hoist](#)
- [Gantry Hoist](#)
- [Lifting Cushions](#)

## Transfer Board

### Description

Low friction board, which enables the service user (with or without assistance) to slide transfer between surfaces of approximately equal height.

### Criteria for loan

- [General considerations](#) have been satisfied.
- Service User agrees to loan following discussion
- Assessment by a qualified clinician has identified that the person is non-weight bearing or their condition fluctuates, or weight bearing is unpredictable, and therefore they, or their carers, are at risk whilst completing essential transfers.

### Points to Consider

- Weight limits
- Shearing & pressure care
- Stability & balance
- Uneven &/or unsteady surfaces
- User confusion
- Ability of user to lift own body weight
- Consider the service user's ability to maintain trunk control / sitting balance.
- Ensure that carers are able to maintain good posture when assisting a service user to transfer using a transfer board.
- A handling belt is advisable for assisted transfers.
- Height of the two transfer surfaces should be approximately the same and that the gap between the surfaces is sufficiently narrow, with the board adequately supported at both ends.

## Moving and Handling Belts

### Description

A belt to be placed around a service user's waist to provide hand holds for a carer to assist the service user to stand up and walk.

### Types

- Standard webbing with adjustable clip buckle.
- Padded belt with attached hand holds and adjustable clip buckle.

### Criteria for provision

- [General considerations](#) have been satisfied.
- Assessment by a qualified clinician competent prescriber has identified that the carer is at risk while assisting with transfers.
- Service user agrees to use equipment following discussion

### Points to consider

- Effort to assist the service user in moving should be applied horizontally as handling belts are not lifting belts; if the belt rides up in use, then the carer is undoubtedly lifting.
- Ensure that carer(s) have adequate space to assist service user in the whole activity without compromising their standing space or twisting.
- A belt to be placed around a service user's waist to provide hand holds for a carer to assist the service user to stand up and walk.

## Standing Frame

### Description

A patient transfer system designed to aid carers with sit to stand transfers, short distance transfer and re-positioning. They enable some weight to be taken through by the legs (weight bear) and to stand upright.

### Types

- Wheeled

### Criteria for loan

- [General considerations](#) have been satisfied.
- A qualified therapist has undertaken a full assessment of the service user's ability and supported standing needs. This would include consideration of diagnosis and prognosis.
- The service user is unable to maintain a standing position without support and has a health related need to stand regularly.
- A therapist has prescribed a standing regime which the client can comply with.
- An assessment of the equipment has been made with the client either in their own home or in a rehabilitation facility.
- Use of the proposed equipment has demonstrated the ability for the client to stand for the prescribed regime.
- The standing frame is acceptable to the service user/carer and is suitable for the service user's home environment.
- The service user / and carer are able to transfer the service user into the standing frame.
- The service user and carer are able to use and care for the standing frame in accordance with the manufacturers' instructions.
- Service user agrees to the use of the equipment following discussion

### Points to Consider

- These clients would typically have the aim of maintaining sliding board transfers (or other similar functional goals) or to manage spasticity to enable good positioning in a wheelchair.
- It is likely that such clients will have neurological conditions such as spinal cord lesion, Multiple Sclerosis or complex physical and / or learning disabilities.
- Careful consideration as to the type of stand (vertical, prone, supine) and the method of sit to stand (manual, assisted, dynamic) needs to be made.
- Review of the service user's use of the standing frame should be carried out regularly to ensure that the client is still able to adhere to the prescribed regime.
- In order for a standing frame to contribute to the prevention of bone density loss, use of the frame should start within 12 months of the loss of standing ability (spinal cord lesions).
- Contraindications include agitation and distress; increase in pain; drop in blood pressure; major deformities such as scoliosis. It may be possible to manage blood

pressure drops through a graded programme which may influence selection of the standing frame.

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#### **Ladder Approach**

- **Turning Aid (bed pathway)**

## Transfer Aids

### Description

Rigid disc on an adjustable height stem with wheeled metal base and knee supports or a semi-rigid or fabric two layer disc. Used to assist standing or seated service user to transfer by allowing rotation of the service user from one seated position to another in close proximity.

### Types

- Rigid disc on adjustable height stem with wheeled metal base and knee supports.
- With additional supports

### Criteria for loan

- [General considerations](#) have been satisfied.
- Assessment by a qualified clinician (Clinician has identified that the carer/service user is at risk while completing essential transfers).
- Service user has consistent standing tolerance / weight bearing.
- Service user is able to hold onto the handle and able to maintain posture throughout the manoeuvre.

### Points to Consider

- Standing transfers using a turning disc will require either one or two carers to assist with the transfer.
- Maintenance of the service user's posture in standing is essential for the safety of the service user and the carer.
- Must be counter balanced throughout movement.

### Ladder Approach

- Turning aid

## Turning Aids

### Description

Rigid disc on an adjustable height stem with wheeled metal base and knee supports or a semi-rigid or fabric two layer disc. Used to assist standing or seated service user to transfer by allowing rotation of the service user from one seated position to another in close proximity.

### Types

- Semi rigid turning disc
- Fabric turning disc

### Criteria for loan

- [General considerations](#) have been satisfied.
- Assessment by a qualified clinician.
- Service user has consistent standing tolerance / weight bearing.
- Service user is able to hold onto the handle and able to maintain posture throughout the manoeuvre.

### Points to Consider

- The fabric transfer disc is most useful for seated transfers e.g. bed positioning.
- Maintenance of the service user's posture in standing is essential for the safety of the service user and the carer

### Ladder Approach

- Leg lifters (bed pathway)

## Standing Hoist

### Description

A stationary piece of equipment used by a carer to lift a person with a physical disability by placing slings around the service user and connecting the sling to the lifting device to transfer the service user.

### Types

- Minilift
- Standard

### Criteria for loan

- [General considerations](#) have been satisfied.
- Service User agrees to use of the equipment following discussion
- Carer available and capable to use.
- Service user must be able to weight bear to use standing slings
- The service user is confined to a chair/wheelchair or bed and is unable to make independent transfer and/or weight bear, or their ability fluctuates such as weight bearing is unpredictable.
- A carer has been assessed by a qualified clinician to be at risk using their present method of transfer or an agency carer is deemed to be at risk following a risk assessment.
- The service user is using unsafe transfer methods.
- There is adequate space within the room/property to allow for appropriate manoeuvrability when using the hoist.
- The carer is able to manoeuvre the hoist, given the type of floor covering and/or threshold, and is able to apply slings correctly.
- The chair and bed can interface with the hoist immediately or after reasonable modification.
- The hoist is to be used as a means of transfer, not to transport the client from room to room.
- Prescriber is able to give a demonstration on operating (see manual handling policy).

### Points to Consider

- Promotes single handed care
- Used with sling requires assessment of style and size which will affect functionality (chest/ chest and posterior/ dual access/ transport sling)
- Service user must be able to weight bear to use standing slings
- Equipment can assist with repositioning and pressure management
- Can travel small distance: up to 10 paces.
- Risk Assessment required for environmental conditions (space, flooring)
- With regards to standing hoists the following contraindicate their use :-
  - Poor muscle tone in trunk and lower limbs.
  - Poor/unreliable weight bearing.
  - Dense hemiplegia.
  - Severe arthritic conditions affecting the upper limb girdle.



- Cognition of the service user to understand use.

**Ladder Approach**

[Transfer and Turning Aids](#)

**Authorisation Required**

## Mobile Hoist

### Description

A movable piece of equipment used by a carer to lift a person with a physical disability by placing slings around the service user and connecting the sling to the lifting device to transfer the service user.

### Types

Weight limits and sizes vary.

### Criteria for loan

- [General considerations](#) have been satisfied.
- Service User agrees to use of the equipment following discussion
- Carer available and capable to use.
- Service user must be able to weight bear to use standing slings
- The service user is confined to a chair/wheelchair or bed and is unable to make independent transfer and/or weight bear, or their ability fluctuates such as weight bearing is unpredictable.
- A carer has been assessed by a qualified clinician to be at risk using their present method of transfer or an agency carer is deemed to be at risk following a risk assessment.
- The service user is using unsafe transfer methods.
- There is adequate space within the room/property to allow for appropriate manoeuvrability when using the hoist.
- The carer is able to manoeuvre the hoist, given the type of floor covering and/or threshold, and is capable of managing the slings.
- The chair and bed to be used allow access to the hoist immediately or after reasonable modification.
- The hoist is to be used as a means of transfer, not to transport the client from room to room (10 paces).

### Points to Consider

- The service user (or advocate) and carer need to fully understand the hoisting process and are able to follow and action instructions given to them.

### Ladder Approach

- Compact Hoist
- [Standing Hoist](#)

### Authorisation Required

## Gantry Hoist

### Description

A free standing, non mobile powered hoist system with an adjustable length of track supported on two free standing legs. No fixed installation to walls or ceiling is required. To aid the transfer of a person with physical disabilities using a sling from bed to chair, wheelchair, or commode and vice versa. Can be used with standard slings suitable for 2 point spreader bar.

### Types

- Docherty
- Static
- Portable/Free Standing
- Easy Track

### Criteria for loan

- [General considerations](#) have been satisfied.
- Carer available and capable to use
- Service user environment negates use of DFG funded ceiling track e.g. listed building
- Assessment has been carried out by a appropriate clinician to identify that the service user is non-weight bearing at any point and they/carer(s) are at risk whilst completing essential transfers.
- The service user is using unsafe transfer methods.
- There is restricted space for using a mobile hoist putting carers at risk.
- Where a bed bound patient needs hoisting out of bed to allow bed raisers to be fitted in order for a bed head hoist or mobile hoist to be used.
- Prescriber is able to give a demonstration on operating (see manual handling policy).

### Points to Consider

- Can be for short term use
- 3 metres is the maximum extension
- Self-hoisting for Service user
- Issued whilst waiting for DFG (Ceiling track)
- The service user (or advocate) and carer need to fully understand the hoisting process and are able to follow and action instructions given to them.
- The service user does not exceed 27 stone / 172Kgs.
- The hoist is battery operated and needs to be charged daily.
- Careful consideration is required regarding the choice of sling.
- The carer is able to apply/remove the slings without putting themselves at risk of back injury.
- The service user has had capacity assessment and deemed to have capacity then consider the wishes of the service user as they cannot and should not be forced to use a hoist against their wishes. If the service user objects then alternatives need to be considered, at worst remaining in bed safely.
- Can they self-hoist?

- All alternative options and potential outcomes should be discussed with the service user, their carers and care agencies so that the service user can make an informed decision.
- If hoisting is required in more than one area, it may be more practical to consider overhead tracking systems via DFG.
- The following points should be checked when assessing that the hoist model is appropriate to the
  - **CLIENT:** weight/spasm, cognitive processes etc
  - **TRANSFER:** height /width of bed, chair etc
  - **ENVIRONMENT:** ceiling height, flooring etc
  - **CARER:** frailty, cognitive processes etc.
  - **SPREADER BARS:** Width for plus sized client etc.

### **Ladder Approach**

- [Mobile Hoist](#)

### **Authorisation Required**

## **Lifting Cushions**

### **Description**

Inflatable powered cushion raise service user from floor

### **Criteria for loan**

- [General considerations](#) have been satisfied.
- Service User agree following discussion.
- Service user cannot self raise from floor.
- Frequent falls.

### **Points to Consider**

- Weight limits
- If user already has other lifting equipment e.g. hoist, bath lift etc. can this be used

### **Authorisation Required**

## Miscellaneous

### Pathways Included

*This section contains items that are not simple to categorise into any one pathway*

### Equipment Covered

- [Perching Stool](#)
- [Trolleys](#)
- [Bed Extensions](#)
- [Raised Toilet Seats](#)
- [Ramps](#)
- [Urinals](#)

## Perching Stool

### Description

A height adjustable stool with a slightly sloping seat to provide supported seating where standing tolerance is limited.

### Types

- Metal frame with vinyl or PU seat
- With/without arms
- With/without back.
- Height adjustable
- Heavy duty models
- Extra low models.

### Criteria for loan

- [General considerations](#) have been satisfied.
- Service user has poor standing tolerance.
- Service user is unable to carry out activities without supported standing.
- The service user is able to move the stool safely out of the way if space is limited.
- Provision would facilitate essential function (e.g. personal hygiene, meal preparation).
- Service user has the ability to transfer on/off the stool safely.
- No other suitable chair or stool is available in the home.
- Service User agrees to loan following discussion (this should include signposting of options).

### Points to consider

- Standard provision will be an adjustable height stool with either no arms and back **or** back and arms.
- There must be adequate space in the kitchen/bathroom to accommodate the stool, the service user and any mobility aids they use.
- The kitchen fittings should allow for suitable access for seated kitchen food preparation.
- The stool must be adjusted in accordance with the manufactures' instructions to keep the seat at the manufactures' recommended angle.
- Some stools are not suitable for use in the shower.
- The service user has the ability to maintain their balance on standing.
- The manufacturer's weight limit guidance is observed
- One per service user
- Perching Stool to be taken from nearby satellite store not ordered for delivery to home (unless bundled with larger order).

### Ladder Approach

- Suitable chair or stool already present in users own home

## Trolleys

### Description

A device with 4 wheels and shelves, used for transporting items of food from one place to another in a domestic environment.

### Types

- Wooden or metal
- Pram handle or lateral handles
- Height adjustable.

### Criteria for loan

- [General considerations](#) have been satisfied.
- The service user has one or more of the following: bilateral dependency on mobility aids; severe upper /lower limb tremor; severe upper limb deformity which precludes gripping small items.
- And one of the following: needs to transfer hot dishes from an oven and there is not suitable work surface; the service user needs to carry food to an appropriate eating area.
- Service User agrees to use of the equipment following discussion.

### Points to consider

- The service user can negotiate the floor surface when pushing a trolley and/or physical obstacles can be removed or overcome.
- The trolley is **NOT** to be used as a substitute for mobility equipment
- Consider adjustments to door thresholds if being used from room to room

### Authorisation Required



## **Bed Extensions**

### **Description**

Piece which slots into the profiling bed to extend length

### **Criteria for loan**

- [General considerations](#) have been satisfied.
- Service user agrees following discussion.
- Mattress sliding **despite use of knee brake.**
- Service user is too tall to fit standard bed comfortably.

### **Points to consider**

- Has the knee break been used?

## Ramps

### Description

Metal or heavy duty plastic lightweight channels or penals designed to slope from the door step to the floor.

### Type

- Portable ramps
- Fixed ramps
- Channel ramps
- Suitcase ramps
- Modular ramps

### Criteria

- [General considerations](#) have been satisfied for eligibility for ramp – see major adaptations criteria.
- Permanent ramp cannot be fitted due to access problems eg door opens onto driveway to garage.
- Only available door opens onto public pavement.
- Service user has urgent health needs such as access to rehabilitation, chemotherapy or dialysis appointments.
- Service user is living in temporary accommodation
- Service user needs to attend employment or education
- £1000 limit

### Points to consider

- Channel ramps require careful placement and management of transport as carer is required to walk between channels and may be inhibited by step height at top of ramp.
- There is no platform for safe holding of service user while doors are being opened / closed.
- Portable ramps have only a small lip for support of ramp on the step.
- Consider the weight of the service user that the carer is required to push up the slope
- Consider weight limit of ramp.
- Consider weight of ramp if carer is required to move / carry them.
- Consider the angle of incline of ramp and who will be pushing the wheelchair (see document M of Building Regulations (amended 2004) for guidance of appropriate incline for specific purposes eg self propelling, powered chair, attendant controlled
- All temporary ramps to be reviewed after 6 months – if they are still in use, a permanent ramp should be considered.

### Authorisation Required

## **Urinals**

### **Description**

Plastic urinal

### **Types**

- Male
- Female

### **Criteria for loan**

- For use when person is unable to transfer out of bed/chair.
- For use during the night to prevent need to transfer at night.
- [General considerations](#) have been satisfied.

### **Points to consider**

- Cannot be ordered for delivery on its own, must be part of a wider order or taken from satellite store.

## Raised Toilet Seats

### Description

A range of different height plastic seat extensions designed to reduce the strength required to push up from the toilet bowl. Usually provided with clips which are tightened against the outside of the toilet bowl to prevent slippage on standing.

### Types

- Range of heights (2, 4, 6" 50, 100, 150mm).
- Left or right cut outs to accommodate stiff/fixed hip joints
- Integral arms which can be raised where space is limited and precludes the use of toilet frames.

### Criteria for loan

- [General considerations](#) have been satisfied.
- Service user is unable to lower self onto standard toilet bowl without dropping.
- Service user's trunk support is sufficient for seating without other support.
- Service user agrees to loan of equipment following discussion
- The provision of equipment will enable service user to access toileting facilities and therefore decrease incidents of incontinence, help maintain dignity and decrease reliance on others for provision of personal care.

### Points to consider

- Manufacturers' weight limit.
- Service user may benefit from rehabilitation support to strengthen upper leg muscles in addition to, or in place of, raised toilet seat.
- May be used in conjunction with grab rails or toilet frame.