# **Children’s Specialist Equipment Guidance June 2023:**

Specialist Equipment:

Some children/ young people require specialist equipment to support their health needs and help them access their learning. Such equipment could include: specialist seating, walker, standing frame, hoist or plinth. In most cases the NHS professionals supporting the pupil will advise on the specific piece(s) of equipment and will process the order for it outlined in [Appendix 1](#Appendix_1). In some instances where the equipment is for generic use e.g hoist, plinth school staff can complete the Equipment Request Form ([Appendix 2](#Appendix_2)). Training must be provided to school staff using the equipment. This training can be provided by the Representative from the company selling the item, NHS Staff, the Relief Moving and Handling Trainer or the Moving and Handling Trainers.

Relief Moving and Handling Trainer:

If schools require assistance with ordering equipment for generic use they can approach the NHS professionals associated with their school as they are familiar with the process, or they can email [ASNInclusionEquityWellbeing@aberdeenshire.gov.uk](mailto:ASNInclusionEquityWellbeing@aberdeenshire.gov.uk) in order to request assistance from the Relief Moving and Handling Trainer. The Relief Moving and Handling Trainer can also advise on the ordering of slings.

Maintenance of Equipment:

When a piece of equipment is ordered it is initially sent to the Joint Equipment Centre who catalogue and build the item and then deliver it to the school. Before **every use** of the equipment, school staff have a responsibility to check over the piece of equipment and report to the Head Teacher or PT ASL any faults or concerns. **Faulty equipment must not be used**. If a piece of equipment becomes damaged or broken schools can send an email to [ecs.asnadmin@aberdeenshire.gov.uk](mailto:ecs.asnadmin@aberdeenshire.gov.uk) and a request will be sent to the Joint Equipment Centre to assess whether the item is able to be repaired and if possible they will repair it. In some instances, the Joint Equipment Centre may advise that the item needs replaced and the school will inform the relevant NHS professional or complete the Equipment Request Form to request the piece of equipment. All hoisting and lifting equipment should be serviced **every six months**. Schools should arrange this by emailing [ecs.asnadmin@aberdeenshire.gov.uk](mailto:ecs.asnadmin@aberdeenshire.gov.uk) where a purchase order will be raised to cover the cost. Schools then correspond with the relevant company to carry out the service. Please request this in plenty of time before the expiry date of the previous service (schools should keep a note of all servicing dates- this will be found affixed to the equipment). School staff are also advised to keep the pieces of equipment clean using Health and Safety approved wipes[[1]](#footnote-1).

Moving of Equipment for Holiday Periods:

The moving of specialist equipment from schools to the pupil’s home address is resource intensive and requires the Joint Equipment Centre to reduce their usual delivery slots to accommodate these requests. Owing to the need for infection control, these moves cannot be added to normal delivery routes and staff are taken from their normal duties to meet these requests.

The moving of children’s equipment will primarily be undertaken to cover the summer holiday period.

To request equipment to be moved to the child/young person’s home for the **summer holiday** period:

* The specific NHS representative must have justification for the request
* The specific NHS representative making the request **must** ensure Parents / Carers agree with the equipment being delivered to their home.
* The Equipment Move Form ([Appendix 3](#Appendix_3)) must be completed by the NHS Staff member and sent to: [ecs.asnadmin@aberdeenshire.gov.uk](mailto:ecs.asnadmin@aberdeenshire.gov.uk) All sections must be completed on the form.
* It is important that NHS representatives give adequate notice to arrange the moving of any equipment. 4 weeks should be considered standard and if less than 2 weeks notice is given, then the request is unlikely to be able to be accommodated.
* All equipment will need to be cleaned down with Health and Safety[[2]](#footnote-2) approved wipes prior to collection.
* The collection of the equipment will be on the **last 2 days of the school term** and will be returned to the school in time for the new term starting.

All requests will be considered in collaboration with NHS colleagues in order to best meet the needs of the child / young person. If approved the ECS Administrator will place an order on ELMS for an EM200 -Move a Piece of Equipment. In the Booking Notes the ECS Administrator must add that the request is for a School Holiday move, and the details of the equipment required for each specific pupil. The delivery will be arranged in collaboration between the Parents/ Carers, the Joint Equipment Centre, NHS Staff member and the school.

**In exceptional circumstances** if a child/ young person requires access to their equipment over the **October or Spring holidays**:

* The specific NHS representative must have justification for the request
* The specific NHS representative making the request **must** ensure Parents / Carers agree with the equipment being delivered to their home.
* The Equipment Move Form ([Appendix 3](#Appendix_3)) must be completed by the NHS staff member and sent to: [ecs.asnadmin@aberdeenshire.gov.uk](mailto:ecs.asnadmin@aberdeenshire.gov.uk) All sections must be completed on the form.
* It is important that NHS representatives give adequate notice to arrange the moving of any equipment. 4 weeks should be considered standard and if less than 2 weeks notice is given, then the request is unlikely to be able to be accommodated.

As previously stated, all requests will be considered in collaboration with NHS colleagues in order to best meet the needs of the child / young person. If granted the delivery will be arranged in collaboration between the NHS Staff member, the school, the Joint Equipment Centre and the Parents/ Carers.

Moving of Equipment Between Schools in Aberdeenshire:

If a child/ young person who has specialist equipment is to move school with Aberdeenshire e.g. transition to the Academy. The current school the child/young person attends asks the NHS representative for the child/ young person to complete the Equipment Move Form ([Appendix 3](#Appendix_3)) and sends it to: [ecs.asnadmin@aberdeenshire.gov.uk](mailto:ecs.asnadmin@aberdeenshire.gov.uk) to process the order. Once approved the procedure for moving specialist equipment detailed below must be followed

Procedure for Moving Specialist Equipment:

Once the request for moving the piece(s) of equipment to a child/ young person’s home for the holiday period or to be moved to another school has been authorised; schools are requested to clean the piece of equipment using health and safety[[3]](#footnote-3) approved wipes and complete and affix the Equipment Label ([Appendix 4](#Appendix_4)) to each pieces of equipment to be moved. This label will identify the specific piece(s) of equipment to be moved. The label must be placed somewhere very visible for the JEC Technicians to use when they arrive at a school to collect the item. **Items of equipment without labels will NOT be collected.**

Can schools please ensure any electric chargers that are required for the equipment are also included and wiped down. Schools must also let the Janitor know about any collections/deliveries and what the item is that is being collected / delivered.

For equipment that is moved to a child/ young person’s home for holiday periods Health and Safety[[4]](#footnote-4) approved wipes will be provided to the Clients family/Carers so that the equipment can be cleaned prior to JEC Staff collecting the equipment for it to go back to school.

If schools require any further uplifts for equipment this has to be processed by contacting the ECS Administrator [ecs.asnadmin@aberdeenshire.gov.uk](mailto:ecs.asnadmin@aberdeenshire.gov.uk). The JEC Technicians are unable to facilitate any requests on arrival at a school as they are working solely on the processed bookings.

The ECS Administrator will keep the Joint Equipment Centre regularly updated with any orders coming in so they can plan ahead for the equipment moves.

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# **Appendix 1: Process for Requesting Children’s Specialist Equipment**

Need for specialist equipment identified

Generic piece of equipment ie may be used by any pupil eg hoist, changing table. Does not require OT/Physio recommendation. Support for ordering this can be sought from Relief Moving and Handling Trainer via:

[ASNInclusionEquityWellbeing@aberdeenshire.gov.uk](mailto:ASNInclusionEquityWellbeing@aberdeenshire.gov.uk)

Bespoke piece of equipment for the specific use of one pupil. (requires OT/Physio recommendation)

OT/Physio completes ASL Equipment Request form and sends it to

[ecs.asnadmin@aberdeenshire.gov.uk](mailto:ecs.asnadmin@aberdeenshire.gov.uk)

**Each request must include a quote from the manufacturer**

School/ Relief Moving and Handling Trainer complete ASL Equipment Request form and send to [ecs.asnadmin@aberdeenshire.gov.uk](mailto:ecs.asnadmin@aberdeenshire.gov.uk)

**Each request must include a quote from the manufacturer**

Approval for order sought by Admin from ESO Inclusion Equity and Wellbeing

Admin orders the equipment via the ELMS booking System

ELMS booking system requests authorisation for the order from ESO Inclusion Equity and Wellbeing

Equipment ordered, delivered to school, logged on Joint Equipment Centre database, asset number assigned.

**Appendix 2: Specialist Equipment Request Form**

ASL EQUIPMENT REQUEST FORM

**Each Field must be fully completed before submission, failure to do so will delay your request**

|  |  |
| --- | --- |
| School Name |  |
| Pupil Name: |  |
| Date of Birth |  |

|  |  |
| --- | --- |
| **Orders:** | |
| Manufacturer/Supplier |  |
| Product Name/Model |  |
| Product Code |  |
| Product Description |  |
| Product Cost |  |
| Supplier Quote |  |
| Existing Stock on JEC |  |
| Code from JEC system: |  |

|  |  |
| --- | --- |
| **Attachments** | |
| NHS Referral Letter | Supplier Quote |

|  |
| --- |
| **Reason for Equipment:** |
|  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Recommended by:** | | | | | | | |
| Name | |  | | | | | |
| Occupation | |  | | | | | |
| Telephone | |  | | | | | |
| Email | |  | | | | | |
| **OFFICE USE** | | | | | | |
| **Authorised by:** | | | | | | |
| Print Name |  | | Signature |  | Date |  |

**Appendix 3: Equipment Move Form**

# **ASL EQUIPMENT MOVE FORM**

**Each Field must be fully completed before submission, failure to do so will delay your request**

|  |  |
| --- | --- |
| School Name |  |
| Pupil Name: |  |
| Date of Birth |  |

|  |  |
| --- | --- |
| **Equipment to be moved:** | |
| Manufacturer/Supplier |  |
| Product Name/Model |  |
| Asset Number |  |
| Product Description |  |
| Reason for Equipment Move |  |
| **Additional Item:** | |
| Manufacturer/Supplier |  |
| Product Name/Model |  |
| Asset Number |  |
| Product Description |  |
| Reason for Equipment Move |  |
| Number of items? |  |
| **Additional Item:** | |
| Manufacturer/Supplier |  |
| Product Name/Model |  |
| Asset Number |  |
| Product Description |  |
| Reason for Equipment Move |  |
| Number of items? |  |
|  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Details of the Equipment Move:** | | | | | | | | |
| Address of School where item will be collected: | |  | | | Contact Number of school for collection e.g. Janitor | | |  |
| **Destination of equipment:** | | | | | | | | |
| Select an option (mark with X): | Home: | |  | Different School: | |  | | |
| Address of child’s home  (detail any known access issues) |  | | | Contact number e.g. Parent | | |  | |
| **And / Or** | | | | | | | | |
| Address of school to be taken/ returned to: |  | | | Contact Number of school for delivery e.g. Janitor | | |  | |

|  |  |
| --- | --- |
| **Recommended by:** | |
| Name |  |
| Occupation |  |
| Telephone |  |
| Email |  |

**Appendix 4: Label to be completed and affixed to equipment to be moved**

**\*\*\*\*PLEASE COMPLETE AND ATTACH THE BELOW LABEL TO THE PIECE OF EQUIPMENT YOU REQUIRE TO BE MOVED \*\*\*\***

**Equipment to be moved**

**Equipment Make \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Equipment Model \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Asset Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Pupil Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Address Where \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Item is going \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*I consent this product has been cleaned per Aberdeenshire Council requirements and standards* **Y/N**

*I consent for this item to be removed from this school***Y/N**

**Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
  
Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*\*\*\*PLEASE COMPLETE AND ATTACH THIS LABEL TO THE PIECE OF EQUIPMENT YOU REQUIRE TO BE MOVED \*\*\*\***

1. For Example Clinell Wipes [↑](#footnote-ref-1)
2. For example Clinell wipes [↑](#footnote-ref-2)
3. For example Clinell wipes [↑](#footnote-ref-3)
4. As previously stated [↑](#footnote-ref-4)