

SPECIALIST EQUIPMENT LIBRARY
INFORMATION FOR EARLY CHILDHOOD AND CHILD CARE SERVICES

Specialist Equipment is available on loan from the Inclusion Agency (IA) to eligible Early Childhood and Child Care services (excluding In-Home Care, Occasional Care and Specialist Services) to assist with the inclusion of a child who has demonstrated ongoing high support needs.

Any request for specialist equipment must be based on the recommendation of an appropriate professional who has knowledge of the child's biomechanical functioning and needs, such as an occupational therapist or physiotherapist. The child's therapists and Inclusion Agency (IA) will have access to the IA Online Specialist Equipment Database to enable the selection of appropriate equipment to support the inclusion of children with specific needs.

Specialist Equipment Library includes:

- Portable ramps to create access to the environment
- Standing frames and full support swings to allow a child with high physical needs to participate in the daily programme and activities.
- Hoists, slings, change tables, commodes, toilets seats or steps, potty chairs, mobile stools and seating or posture aids for educators to assist them to lift and transfer children safely when carrying out basic care functions such as changing or going to the toilet.
- Specialised inclusion toys such as switch toys.
- Communication cards or charts and Auslan dictionaries to enable the child and educators to communicate effectively.

Equipment NOT available from Specialist Equipment Library includes (but is not limited to):

- Therapeutic equipment (hearing aids, therapist's tables etc).
- Equipment that the service would be reasonably expected to supply.
- Equipment that the parent or carer would be reasonably expected to supply for their child (for example, wheelchairs, walking frames and body suits).
- Equipment for which there are hygiene issues (for example padded cots).
- Equipment provided under the National Disability Insurance Scheme.

How can Early Childhood and Child Care services loan specialist equipment?

The Inclusion Agency (IA) Lady Gowrie Tasmania will support services when requesting Specialist Equipment for children accessing Early Childhood and Child Care services.

Specialist Equipment Library (SEL) Request Form can be downloaded from the Specialist Equipment Link on the Inclusion Agency Lady Gowrie Tasmania website

<http://www.gowrie-tas.com.au/inclusion-support-programme/>

Specialist Equipment Library (SEL) Request Form

The Specialist Equipment Library Request Form is to be completed by a qualified professional, such as an occupational therapist or physiotherapist, who is familiar with the biomechanical functioning and needs of the child. The Director/Manager/Coordinator of the Early Childhood and Child Care Service also needs to sign the Specialist Equipment Library Request Form. Where Inclusion Agency (IA) already has the specific piece of equipment available for loan (Specialist Equipment Library), it will be made available to the Early Childhood and Child Care service free of charge. If IA does not already have the specific piece of equipment required, IA will assess the request against national eligibility criteria and if approved, the equipment may be purchased (subject to available funding) for the child's use while in care at your service.

IA will assess and commence actions relating to all Specialist Equipment Library requests within five (5) business days of the request being received. IA will notify the Early Childhood and Child Care service and the child's therapists of any delays or issues in the provision or availability of the equipment.

Specialist Equipment will be loaned to the Early Childhood and Child Care service for as long as it is required and remains appropriate to the needs of the child. From time to time the IA will monitor the continued appropriateness and good working order of the specialist equipment on loan to an Early Childhood and Child Care service.

Fitting of Equipment and Proper Use

Once the equipment has been delivered to the Early Childhood and Child Care service, it is the responsibility of the Early Childhood and Child Care service in consultation with Inclusion Professional (IP) to contact the child's therapist and arrange a suitable time to visit the Early Childhood and Child Care service to:

- confirm that the equipment is in good working order prior to use
- ensure that the equipment correctly fits the child for use
- instruct the educators working with the child on the fitting and proper use of equipment and ways of safely moving and transferring the child and the equipment. IA would appreciate therapists providing Early Childhood and Child Care services with written and/or photographic manual handling instructions in relation to individual children and specialist equipment items.
- A Notification of Receipt form is issued along with 'Contract for Loan' which directors must complete, sign and return to IA indicating that the appropriate checks and instructions to educators have been carried out.

IA accepts **no responsibility for incorrect assembly of the equipment.**

Assembly of Specialist Equipment is the responsibility of the supplier (new purchases) or Specialist Equipment provider (IA contracts a specific mobility specialist to undertake this task).

IA accepts **no responsibility for ill fitting equipment. However, IA will undertake negotiations between the manufacturer and the child's paediatric therapy team to rectify the problem as soon as practicable.**

Faults and Damage

Where the client (Early Childhood and Child Care service) finds fault with the equipment, either with breakdowns or faulty/broken pieces, IA will contact the manufacturer or repairer to have the equipment repaired or replaced as soon as practicable.

IA will liaise with the child's therapist and request they visit the Early Childhood and Child Care service to determine whether the equipment is safe to continue using. Where the equipment is deemed unsafe, IA will liaise with all parties to try and source an alternative piece of equipment until repairs are complete.

Under no circumstances are repairs or alterations to be made by Early Childhood and Child Care services.

All faults and Damage must be reported to IA using **Specialist Equipment Form Attachment 'B'**

Copies of this form are on Inclusion Agency Lady Gowrie Tasmania website

<http://www.gowrie-tas.com.au/inclusion-support-programme/>

Review of Equipment in Use

Where a piece of equipment has been in use for some time, the Early Childhood and Child Care service will request the child's therapist to visit the service to review the correct fitting and use of the equipment.

Where a child no longer fits the equipment, the client must contact IA to arrange removal of the equipment from the Early Childhood and Child Care service based on the recommendation of the therapist.

Please complete **Specialist Equipment Form Attachment 'C'** for all Specialist Equipment returns, fax (62 306855) or email a copy to Inclusion Agency (IA) inclusion@gowrie-tas.com.au. Once received IA will arrange for the specialist equipment to be collected from Early Childhood and Child Care service and returned to the Specialist Equipment Library.

Please also attach a completed copy of Attachment 'C' to the piece of equipment being returned to the equipment library.

Copies of this form are on Inclusion Agency Lady Gowrie Tasmania website

<http://www.gowrie-tas.com.au/inclusion-support-programme/>

Please do not hesitate to contact Inclusion Agency on 1800 647 718 or 62306840 should you have further questions regarding Specialist Equipment Library.