



Equipment, Aids, and Assistive Devices Policy and Procedure

Purpose

This policy outlines the organisation's commitment to ensuring that clients receive the necessary equipment and devices to enhance their quality of life and independence while maintaining safety and compliance with relevant regulations.

Scope

This policy applies to all staff members, contractors, and clients of Coastal Care.

Policy Statement

Coast Care (CC) is committed to providing high-quality support services to people with disabilities and those who are ageing. This policy outlines our approach to procuring, maintaining, and ensuring the safe use of equipment, aids, and assistive devices to support our clients' independence, mobility, and well-being.

Procedure

Assessment and Identification

- Prior to recommending or providing equipment or devices, a thorough assessment of the client's needs and capabilities will be conducted by a qualified healthcare professional or occupational therapist.
- Based on the assessment, the appropriate equipment, aids, or assistive devices required to meet the client's needs will be identified.

Equipment Procurement and Funding

- Equipment and devices will be selected based on the assessment and client preferences, with an emphasis on promoting independence and safety.
- The organisation will explore funding options, including government subsidies, private insurance, or client funds, to cover the costs of equipment. All funding sources will be in compliance with relevant Australian laws and regulations.
- Equipment will be procured from reputable suppliers, taking into consideration factors such as quality, durability, and compliance with Australian standards.

Equipment Installation and Training:

- Trained staff will ensure that the equipment is safely installed in the client's home according to manufacturer guidelines and occupational therapy recommendations.

<i>Equipment_Aids_Assistive Device POLICY PROCEDURE</i>		<i>Version:</i>	<i>1.0-23</i>
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<i>Person Responsible:</i>	<i>Service Manager</i>	<i>Next Revision Date:</i>	<i>12/04/2025</i>



- Clients and their caregivers, where applicable, will receive thorough training on how to use and maintain the equipment safely. Training will include proper setup, operation, cleaning, and maintenance.

Maintenance and Safety Checks:

- All equipment and devices provided will undergo regular inspections and maintenance to ensure they remain in safe and working condition.
- Records of inspections, maintenance, and repairs will be maintained to track the equipment's condition and history.

Client Feedback and Reassessment

- Clients and caregivers are encouraged to provide feedback regarding equipment functionality and safety. Any concerns or issues will be addressed promptly.
- The client's needs will be reassessed periodically to determine if equipment or device modifications or replacements are necessary.

Documentation and Record Keeping

- Client records will include comprehensive documentation of equipment assessments, recommendations, training, maintenance, and any modifications or replacements.
- All client information and records will be maintained in accordance with privacy laws and confidentiality standards.

Compliance and Regulation

- CC will adhere to all relevant Australian laws, regulations, and guidelines related to the procurement and use of equipment, aids, and assistive devices.

Reporting and Investigation

- Any incidents involving equipment malfunction, misuse, or accidents will be promptly reported, investigated, and corrective actions taken to prevent reoccurrence.

Training and Education

- Staff at CC receive comprehensive training in the operation, and maintenance of assistive equipment and devices to ensure they can effectively support our clients' needs.
- All staff involved in equipment provision and client support will receive training on this policy and procedure to ensure compliance and adherence to safety protocols.

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Disposal of Equipment

Equipment that is no longer safe or effective will be disposed of in accordance with environmental regulations and ethical considerations.

Continuous Improvement:

- Feedback from clients, staff, and stakeholders will be used to continuously improve the quality of equipment and device provision and support services.

This policy and procedure ensure that CC maintains a client-centered approach to equipment provision, promoting safety, independence, and overall well-being for our clients.

VARIATIONS

Coastal Care reserves the right to vary, replace or terminate this policy from time to time.

RELATED DOCUMENTS

- Workplace Health and Safety
- Incident Reporting
- External Referrals

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