

INCLUSION & PROFESSIONAL SUPPORT PROGRAM

NSW IPSP Specialist Equipment Pool

Who we are

Lady Gowrie NSW manages the **Specialist Equipment Pool (SEP)** on behalf of **Children's Services Central**. Children Services Central is the **Professional Support Coordinator (PSC)** in New South Wales and is an initiative funded by the Australian Government (DEEWR) under the Inclusion and Professional Support Program (IPSP). Children's Services Central is managed by a consortium of key organisations that resource and support the sectors of children's services in New South Wales.

Where are we?

Lady Gowrie Child Centre
3 Joynton Avenue, Zetland, NSW

Ph: **02 83 45 7633** or **1800 157 818**

For further information on the IPSP please go to the following websites:

www.cscentral.org.au

www.deewr.gov.au

www.gowrie-sydney.com.au

GENERAL INFORMATION SHEET

What Service Do We Provide

The **Specialist Equipment Pool** provides specialised equipment and resources to enable inclusion of children with disabilities or ongoing high support needs within Child Care Services.

Who is eligible to access the Specialist Equipment Pool?

Specialist Equipment is available for loan from the **Specialist Equipment Provider (Lady Gowrie NSW)** to Child Care Services funded by the Australian Government (excluding In Home Care) to assist the inclusion of a child who has demonstrated ongoing high support needs in a child care environment.

What is available from the Specialist Equipment Pool Provider (Lady Gowrie NSW)?

- portable ramps to create access to the environment
- standing frames and full support swings to allow the child with high physical support needs to participate in the daily child care program and activities
- hoists, slings, harnesses, change tables, commodes, toilet seats or steps, potty chairs, mobile stools and seating
- posture aids for care givers to enable them to lift and transfer children safely when carrying out basic care functions, such as changing and going to the toilet
- specialised 'basic furniture' such as chairs, tables, desks
- communication cards or charts, Auslan dictionary to enable the child and carers to communicate effectively
- specialised inclusion aids such as switch toys and sensory mats
- individualised equipment such as foam items specific to the needs of a child care environment and a child being included.

The Specialist Equipment Provider does not provide:

- therapeutic equipment (for example, hearing aids and Therapist tables)
- equipment that the service would reasonably be expected to supply
- equipment that the parent or carer would reasonably be expected to supply (for example, wheelchairs, walking frames and body suits)
- equipment for which there are hygiene issues (for example, padded cots)

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ACCESSING THE SPECIALIST EQUIPMENT POOL

What Needs to Happen

The procedure:

1. **Child Care Service Director** contacts their **Inclusion Support Agency** to complete or update their **Service Support Plan (SSP)**.
2. The **Child Care Service Director** contacts the child's **Therapist** and requests their support with choosing specialised equipment to support the child's inclusion at the service.
3. The **child's Therapist** recommends the most appropriate equipment item(s) by completing the *Specialist Equipment Pool Request forms* that can be downloaded from the website: www.cscentral.org.au/support/specialist-equipment.html
4. The **Therapist** completes the forms and sends the completed forms back to the **Child Care Service Director**.
5. The **Child Care Service Director** and the **Inclusion Support Facilitator (ISF)** compiles the *SSP, Request Form* and *medical documentation*.
6. If the equipment is not available in the pool equipment may purchased with approval from the **Specialist Equipment Provider**. A supplier quote is then required and attached to the *Specialist Equipment Pool Request Forms* completed by the **Therapist**.
7. The **ISF** or **Child Care Service Director** sends all the Specialist Equipment documents to the **Specialist Equipment Pool Coordinator** to one of the following:

Email Address: inclusion1@gowrie-sydney.com.au
Postal Address: PO Box 6385, Alexandria NSW 2015
Facsimile: **02 9313 7022**

8. **Specialist Equipment Pool Coordinator** approves the request and checks all correct documents are completed.
9. Equipment is located in the pool by the **Specialist Equipment Pool Occupational Therapist** or an approved purchase order is completed by the **Specialist Equipment Pool Coordinator** and sent to the equipment supplier. The equipment and delivery paperwork is then sent to the **Child Care Service** when all the items requested are ready.
10. When the equipment is no longer needed by the child, the Child Care Service Director contacts the **Specialist Equipment Pool Coordinator** on **02 8345 7633** or **1800 157 818** and the return procedure commences.

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Please refer to the IPSP Guidelines or contact your local Inclusion Support Agency (ISA) for more information about how you can access all resource services under the IPSP.

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INFORMATION FOR CHILD CARE SERVICES

Providing specialist equipment is contingent on:

1. The completion of a **Service Support Plan (SSP)** that demonstrates the need for specialist equipment requested to enable the inclusion of a child within the care environment.
2. **Confirmation that the child has a disability.**
3. the completion of the **Specialist Equipment Request Forms** by the child's Therapist.
4. Lady Gowrie NSW will assess and commence actions relating to the request within five business days of a request form being received. This does not mean the equipment will be delivered in 5 days. Loaning equipment has many technical considerations that need to be addressed with the Therapist and/or the Child Care Service.
5. Once the equipment is at the service the child's Therapist must be contacted to fit the equipment to the child at the service and provide suitable training as required.
6. If a Therapist is not available the Specialist Equipment Pool needs to be notified immediately on **02 8345 7633** or **1800 157 818** to provide further support to ensure the equipment is appropriate for the child and is safe to use in the care environment.
7. If the child's equipment needs to be changed or is no longer required the **Specialist Equipment Pool** must be contacted for the equipment to be exchanged and returned.
8. **Under no circumstances must the equipment be removed from the child care service.**
9. The Specialist Equipment Pool Coordinator will organise return of equipment via courier following appropriate contact from the Child Care Service Director or Inclusion Support Facilitator.

IMPORTANT CONTACT DETAILS

Web Catalogue and Request Forms

A web catalogue and request forms are found at:

www.cscentral.org.au/support/specialist-equipment.html

Specialist Equipment Pool

Email Address:

Inclusion1@gowrie-sydney.com.au

Postal Address:

PO Box 6385
Alexandria NSW 2015

Facsimile: 02 9313 7022



Please refer to the IPSP Guidelines at www.deewr.gov.au or contact your local Inclusion Support Agency (ISA) for more information about how you can access all resource services under the IPSP.

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INFORMATION FOR THERAPIST

The Specialist Equipment Request Forms must 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 for their inclusion in the Child Care Service.

Web Catalogue and Request Forms

Therapists are encouraged to check the catalogue prior to completing the request forms.

Lady Gowrie NSW may be contacted on **02 8345 7633** or **1800 157 818** for advice on the availability or suitability of specialist equipment.

The web catalogue and request forms are found at:

www.cscentral.org.au/support/specialist-equipment.html

This catalogue is updated weekly by Lady Gowrie NSW as the Specialist Equipment Provider for Children's Services Central.

Specialist Equipment Provider

Lady Gowrie NSW will assess and commence actions relating to the request within five business days of a request form being received. This does not mean the equipment will be delivered in 5 days. Loaning equipment has some technical considerations that need to be addressed with the Therapist and/or the Child Care Service. Once all technical considerations have been addressed the equipment is readied and couriered to the Child Care Service.

Fitting the Equipment

Once the equipment is at the Child Care Service the child's Therapist will be contacted by the service's coordinator or director to set up an appointment for the Therapist to fit the equipment while at the Child Care Service. Under no circumstances should the

equipment be taken from the Child Care Service. If the equipment is removed from the service the Specialist Equipment Pool Coordinator should be notified immediately on **02 8345 7633**.

Equipment Loan Requirements

The equipment will be loaned for as long as it is required and remains appropriate to meet the needs of the child. When the equipment is no longer needed the Child Care Service must notify the Specialist Equipment Provider (Lady Gowrie NSW) immediately to arrange the return of the equipment.

It is recommended that Therapists check the suitability of the equipment every 6 months to ensure the equipment is appropriate for the child's growth and development.

Please refer to the IPSP Guidelines on www.deewr.gov.au or contact your local Inclusion Support Agency (ISA) for more information about how you can access all resource services under the IPSP.

Thank you for your assistance in supporting access to child care services by participating in the Inclusion and Professional Support Program.

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