



One For All



Introduction to the Specialist Equipment Library



Accessing the Specialist Equipment Library (SEL)

A service's need for specialist equipment must be identified in its SIP, or be recommended by a relevant professional, such as an speech therapist, occupational therapist or physiotherapist, with knowledge of the child's biomechanical functional needs.

If equipment is recommended by a relevant professional, the IA must endorse and agree to the recommendation prior to a SEL application being submitted.

It is the responsibility of each ECCC service accessing equipment from the SEL to ensure it is fitted by the child's Therapist. A service seeking equipment from the SEL must sign a Loan Agreement Form prior to accessing equipment, which sets out the Terms and Conditions associated with borrowing equipment from the SEL.

The process for accessing equipment from the SEL, including expected timeframes, transportation arrangements, return arrangements and the Terms and Conditions associated with borrowing the equipment are determined by the Victoria Inclusion Agency (VIA).

Eligible ECCC services can access information about the SEL directly from the VIA. Contact details are 1800 177 017.

Documentation such as request forms, information about the library and the catalogue are available on the website www.viac.com.au

When additional support identified in the Strategic Inclusion Plan (SIP)

Each IA manages a Specialist Equipment Library (SEL) for services in their jurisdiction to loan items of specialist equipment that facilitate and support the inclusion of a child (or children) with additional needs.

TYPES OF EQUIPMENT

Equipment available from the SEL may include (but is not limited to):

- 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, harnesses, change tables, toilet sets 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
- specialised furniture such as chairs, tables, desk and positioning equipment
- communication cards or charts, and Auslan dictionaries to enable the child and educators to communicate effectively.

Equipment not available from the SEL includes (but is not limited to):

- 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 their child (for example, wheelchairs, walking frames and body suits)

Additional requirements

- The service is required to sign a loan agreement for all equipment requested.
- All requests must come through the Service representative. Library staff are not able to acknowledge requests from Therapists or from a child's family. It is important to note that all correspondence needs to be initiated by the service as the client. Every request form needs to be completed with the child's parents signed permission, the Therapist's recommendation and endorsed by the Inclusion Professional. If the child requires additional equipment, the service will need to complete another request form and an Updated Loan Agreement.
- The service is responsible for the equipment they have borrowed and to ensure it is used safely and in accordance with its purpose. The Library equipment is not available for families to use at home or in the school classroom away or anywhere other than at the service. If equipment needs to be repaired, the service can email the Library who will arrange for the collection and replacement of the equipment. The Library, as part of their contractual responsibilities will liaise with services to arrange test and tag of electrical equipment such as hoists, change tables and safety checks on slings .
- When the equipment is no longer required due to the child out growing the equipment or has left the service, the service will need to email the Library Administrator to arrange for the equipment to be collected.

For any further information please contact the Library Administration Officer
Ph: 8851 0831 or email specialistequipment@yooralla.com.au

SPECIALIST EQUIPMENT LIBRARY REQUEST FORM

Please ensure that all areas of the application form is completed to reduce any delay including detailed information such as sizes/weight requirements of all equipment requested. A current SIP, parent signature and Therapist's recommendations are requirements for all applications.



Specialist Equipment Library – Item Request Form

The Inclusion Support Programme (ISP) provides assistance to early childhood and child care (ECCC) services to address barriers to inclusion. This assistance may include access to the Specialist Equipment Library which is managed by the Inclusion Agency (IA) in each jurisdiction. This request is subject to approval in line with the ISP Guidelines and the suitability and availability of requested equipment.

ECCC services are responsible for returning this form, along with relevant supporting documentation, to:
Email – specialistequipment@vooralla.com.au | Fax – (03) 5996 4340.

SERVICE DETAILS

Service Name

SIP ID

Delivery Address

Suburb

Postcode

Contact Person

Position

Phone

Mobile

Email

Service Type ☐ Long Day Care ☐ Family Day Care ☐ Outside School Hours Care
☐ Vacation Care ☐ Occasional Care ☐ Budget Based Funded (BBF) Service
☐ Mobile Services ☐ Other: (please provide details)

EQUIPMENT REQUEST DETAILS

Child's First Name

Child's Surname

Date of Birth

Identification Method

Identified Through SIP?

Professionally Recommended?

Yes ☐

No ☐

Yes ☐

No ☐

Equipment Required:

(Specifications of equipment required including any specific measurements for fitting to the child)

Equipment ID Number (if known):

Relevant information to support the request:

RELEVANT PROFESSIONAL'S DETAILS (IF REQUIRED)

Professional's Name

Occupation

Qualifications

Organisation

Phone

Fax

Email

INCLUSION AGENCY (IA) AND INCLUSION SPECIALIST (IP) DETAILS

Name of IA: Victorian Inclusion Agency

Name of IP:

Phone

Fax

Email

If professionally recommended, has the IA endorsed the Specialist Equipment request? ☐ Yes ☐ No

SERVICE REQUEST INFORMATION

Name of service representative authorising request

Signature

Date

PARENT/GUARDIAN CONSENT FOR SERVICE TO REQUEST SPECIALIST EQUIPMENT FOR USE BY THEIR CHILD

Parent/Guardian First Name

Surname

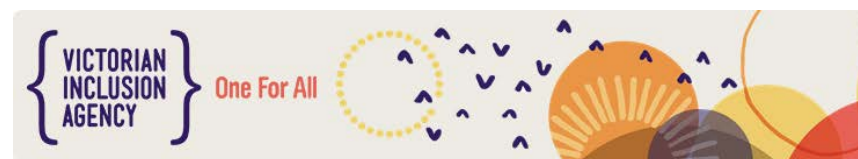
Signature

Date

INCLUSION SUPPORT PROGRAMME (ISP) IS FUNDED BY THE AUSTRALIAN GOVERNMENT DEPARTMENT OF EDUCATION AND TRAINING. AS PART OF THE ISP, THE VICTORIAN INCLUSION AGENCY IS LED BY COMMUNITY CHILD CARE, AND IS DELIVERED IN PARTNERSHIP WITH YOORALLA AND KU CHILDREN'S SERVICES.



WWW.VIAC.COM.AU
CALL TOLL FREE: 1800 177 017



SPECIALIST EQUIPMENT CHECK LIST FOR SERVICES

STEPS	EXPLANATIONS	COMPLETED
SIP Identified Equipment	<ul style="list-style-type: none"> An Education and Care Service identifies in their Strategic Inclusion Plan (SIP) that Specialist Equipment would overcome an inclusion barrier for the child/children. 	
Service Understands Their Obligation	<ul style="list-style-type: none"> The Education and Care Service reads and understands the terms and conditions associated with borrowing equipment - Your Inclusion Professional can assist. 	
Collaborations and reflections	<ul style="list-style-type: none"> The Education and Care Service liaises with Family/Therapist/IP about possibility of and usefulness of equipment to overcome an inclusion barrier and reflects on the impact that the suggested equipment will have on their environment. 	
Service Commits	<ul style="list-style-type: none"> The Education and Care Service ensures it can meet the requirements of utilising the equipment i.e. access to a Therapist to ensure equipment is fitted for the Child, and Educators able to be trained in the use of the equipment if required. 	
Service Makes Formal Request	<ul style="list-style-type: none"> The Education and Care Service gains written permission from the family to discuss their child's needs with Specialist Equipment Library (SEL). In conjunction with Family/Therapist/IP completes the Specialist Equipment Item Request Form and emails both documents to the SEL. specialistequipment@vooralla.com.au 	
Request Refined	<ul style="list-style-type: none"> The SEL may request further information from the Therapist to ensure the exact or most appropriate equipment is ordered. In some cases an alternative piece of equipment may be negotiated. It is expected that the Service will liaise with the Family about any changes. 	

SEL Loan Agreement	<ul style="list-style-type: none"> A SEL Loan Agreement will be sent to the Education And Care Service to be signed by the Service representative and returned to the SEL at specialistequipment@vooralla.com.au 	
The SEL Equipment Arrives	<ul style="list-style-type: none"> The Education and Care Service contacts the IP and Therapist to advise them the equipment has arrived. The Service arranges for the Therapist to come to the Service and support Educators in the use of the equipment. 	
Service Monitors the use of Equipment	<ul style="list-style-type: none"> The Education and Care Service monitors the use of the equipment and notifies the IP and SEL of any changes in need in relation to the equipment e.g. if the equipment is no longer required. 	
Final Collection	<ul style="list-style-type: none"> The service notifies in writing the Specialist Equipment Library to collect the equipment when the equipment is no longer required e.g. when the child outgrows the equipment or leaves the Service. 	

Inclusion Support Programme (ISP) is funded by the Australian Government Department of Education and Training. As part of the ISP, the Victorian Inclusion Agency is led by Community Child Care Association, and is delivered in partnership with Yooralla and KU Children's Services.



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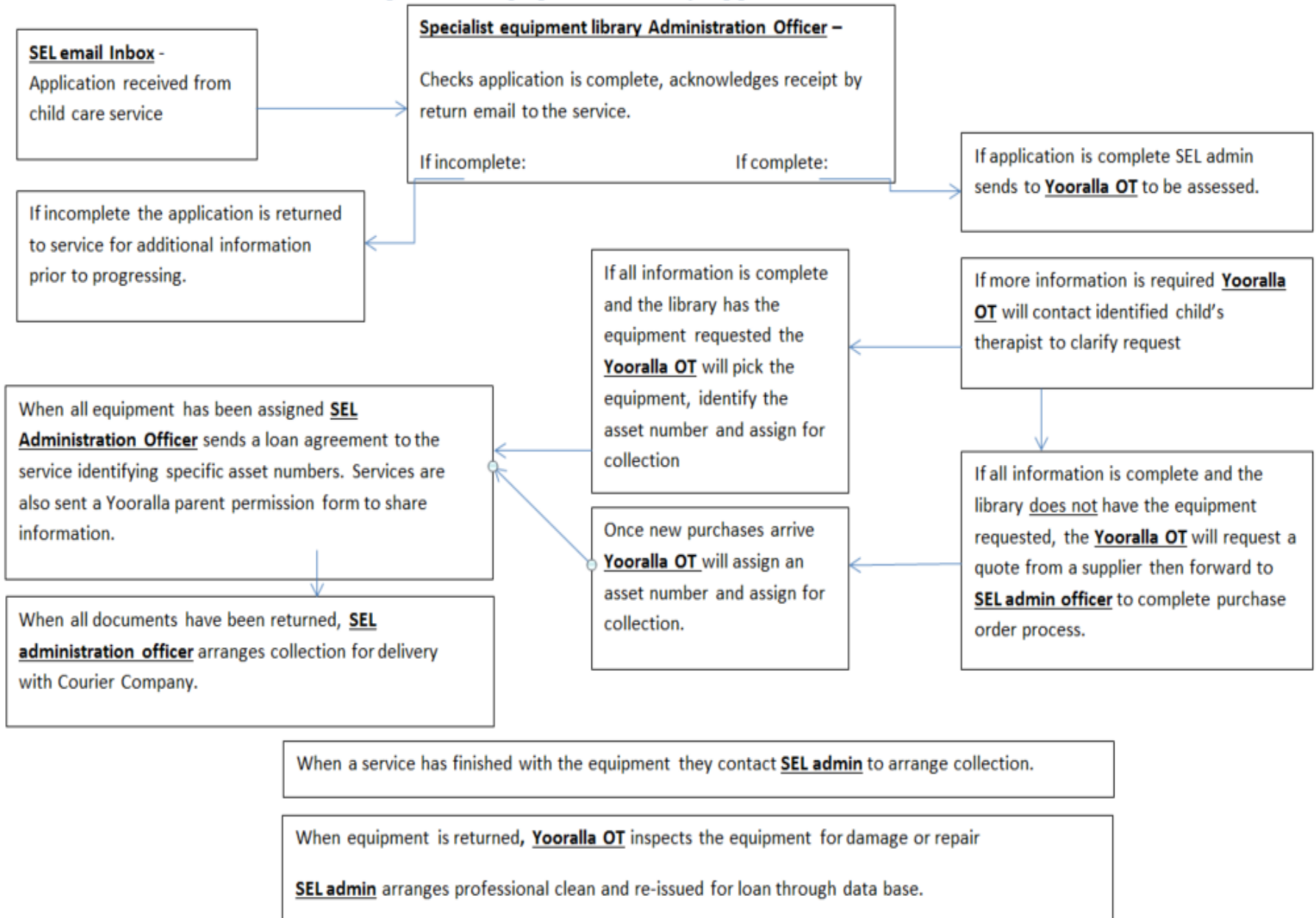
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Specialist Equipment Library Application Process



SPECIALIST EQUIPMENT COMPETING IMPACTS





Bilibo Seat

**Gravity
Positioning chair
with floor wedge**



**Jenx
Ladybird
Floor Sitter**



**Move n Sit
Cushion**



**Leckey PAL Chair
with armrests and
footplate**



**Front
steered
controlled
tricycle**



Jenx Corner Chair

The Specialist Equipment supports mainstream ECCC services across all regions State wide to improve their capacity and capability to provide quality inclusive practices, address participation barriers and include children with additional needs alongside their typically developing peers. ECCC services eligible for support through the ISP and can access the Specialist Equipment Library are: Long Day Care, outside School hours Care including Vacation Care, Family Day Care, Occasional Care, Mobile services and Budget Based Funded Services

**Jenx Bee
Seating Unit**



DES Kelly Chair



**Leckey
Mygo
Seating System**



**Leckey Easy
Seat**



**Tumbleform Floor
Sitters**

Scallop Seats



The Special Equipment Library has a variety of seating equipment to suit all children's needs. If the Library doesn't have the equipment requested by the child's Therapist, an alternative will be suggested or where available a new purchase will be arranged.

**Jenx Penguin
Standing System**



Easystand Bantam



**Leckey Paediatric
Squiggles
Standing Frame**



Supine configuration



Prone configuration



**Jenx Multistander –
Supine / Prone /
upright standing
system**

**Jenx Monkey Standing
Frame**



The Library has a large range of standing systems to support the child's individual needs and inclusion at their service.

Accessories for Library Equipment requested by Services

Many pieces of equipment have a variety of accessories dependent on the child's individual needs. The child's Therapist can suggest the service request additional accessories throughout the child's time at the service taking into account changes to the child's developmental needs. This can range from knee supports, shoe sandals, thoracic side supports, pommels, various harness', head support and a tray to provide the child an opportunity to participate in the room or outside activities while being totally supported by the equipment. Should changes in size of accessories be requested the smaller sized items must be returned to the library in alignment with the delivery of the new items.





Ring around Bells

Examples of sensory toys that can be loaned to services through the Specialist Equipment Library including switching toys to assist children with fine or gross motor challenges and promoting inclusion.



Sensory Caterpillars



Auslan Sign cards for Beginners



Switches



Weighted animals



Big Track Ball



Switch adapted toys

Cause and effect toys



The Library can provide equipment to support emerging toileting routines for children enrolled in childcare services.



**Toilet
Platform with
Rails**



Flamingo Toilet Chair



**Toilet
surround
Rail Safety
Frame**

**Rifton Blue
Wave
Toileting
System**



**Low Back
Toilet
support**

The Library has a range of equipment designed to safely assist Educators to use when caring for children with high support physical needs. This includes hoists, slings, mobile electric change tables and wheelie stools for educators



**Rechargeable
battery hoists**



Slings



Electric mobile change tables

**Wheelie Therapy Stools,
gas assist height
adjustable**



Specialist Equipment Library is a component of the Inclusion Support Program and is funded by the Australian Government Department of Education and Training and is available for all eligible services to borrow while the identified child is enrolled.

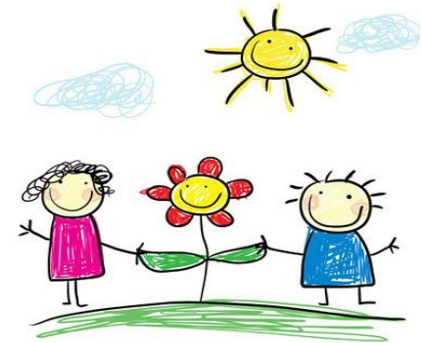
Child Care



Occasional
Care

BBF Services

Multifunctional
Aboriginal
Children's
Services
(MACS)



oshc

Outside School Hours
Care

Family Day
Care

Vacation
Care

