

# Melville Housing Association



## Procedure: Medical Adaptations

<b>Subject:</b>	Medical Adaptations
<b>Section:</b>	Property Services
<b>Objective:</b>	To provide a comprehensive service to tenants or members of their household who have a disability or special needs, and who require medical adaptations or equipment to help them remain in their homes.
<b>Relevant Legislation</b>	Housing (Scotland) Act 2006 Equality Act 2010
<b>Issue Date:</b>	Oct 2024
<b>Review Date:</b>	Oct 2027
<b>Policy Ref No:</b>	PROP 102 (L)

## **1.0 Policy**

- 1.1 A medical adaptation to a property is provided to enable tenants to remain in their home for as long as possible. Additional equipment, fixtures, or fittings, may also be considered if it makes it easier for a tenant or a member of their household, or carer to use the house or carry out personal tasks.
- 1.2 It is our policy to respond positively to all requests for medical adaptations from our tenants. We will however, when accepting referrals for adaptations, balance the interest of the tenant against the best use of our properties and funds available. In some instances, it may not be appropriate to carry out the adaptation as the needs of the tenant may be best served by transferring to more suitable accommodation.
- 1.3 Adaptations are funded by Stage 3 Grants from the Scottish Government. To qualify for grant funding requests for adaptations must be assessed by an Occupational Therapist. Major alterations, such as extensions, are funded by Stage 2 Grants.
- 1.4 This policy complies with guidance provided by the Scottish Government in relation to Stage 3 Funding and adheres to the *Midlothian Joint Medical Adaptation Guidance* criteria for adaptations.

## **2.0 Responsibility for Adaptations**

- 2.1 Generally we will be responsible for carrying out adaptation works, and fitting relevant equipment as recommended following the assessment by an Occupational Therapist.
- 2.2 Local Authority Social Work services are responsible for providing specific personal equipment to aid independent living.

## **3.0 Procedures**

- 3.1 Referrals for medical adaptations may come from the following:
  - Directly from tenants or their families
  - Family GP or other health care professional
  - Through contact with Melville Housing staff
- 3.2 Tenants will be advised in writing acknowledging the referral and advising that an Occupational Therapist will call to carry out an assessment.
- 3.3 No adaptation will be instructed without an assessment being completed by an Occupational Therapist.
- 3.4 We will only install a wet floor shower in properties above ground floor level in exceptional circumstances.
- 3.5 In accordance with the *Midlothian Joint Medical Adaptation Guidance*, we will not authorise a medical adaptation if the current property is under occupied by 2 bedrooms or more or would not meet the long term needs of the tenant. Property type and ability to re-let will be remain part of this consideration.

In these instances, the tenant will be encouraged to consider re-housing and will be awarded priority medical points.

- 3.6 Fencing to provide a safe play area for a disabled child will only be considered once an assessment has been completed by an Occupational Therapist.
- 3.7 Where the cost of adaptations is prohibitive or the proposed adaptations are not technically feasible, the tenant will be encouraged to consider re-housing.
- 3.8 Normally we will only adapt one property to meet the needs of a disabled person. If they move, we will only consider major adaptations to another property in exceptional circumstances.
- 3.9 Once an assessment has been received, plans will be drawn up by an architect and then a works order instructing the adaptation will be processed.
- 3.10 The tenant will be advised of the following
  - the works order number
  - the contractors name and contact details
  - proposed start date
  - expected completion date
- 3.11 Every medical adaptation will be post inspected by both the Occupational Therapist and property staff.
- 3.12 We will be responsible for any maintenance and repair to the adaptation. Stair lifts, Through Floor lifts, hoists and Clos o Mat toilets will be serviced once a year by a specialist company & records maintained to show this.
- 3.13 We will not refit a bath in cases where a level access shower/wet floor shower has been installed, except in exceptional circumstances.

#### **4.0 Stage 3 Grant Funding Submissions**

- 4.1 On receipt of an invoice for the work, we will take a copy and retain it along with the relevant adaptation request until we make a submission for Stage 3 Grant Funding.
- 4.2 We will complete a Grant Claim Form quarterly and submit these along with copy invoices to the Scottish Government.

#### **5.0 Monitoring & Recording**

- 5.1 We record every medical self assessment form before passing this for assessment by the Occupational Therapist. A timescale for recommended work will be given to the tenant wherever possible.
- 5.2 We maintain accurate records of all adaptations against our Property Data Base.
- 5.3 We record the total time taken to complete adaptations from when the tenant applies to when the adaptation is completed and submit this information annually through the ARC submission.

## **6.0 Equal Opportunities and Human Rights**

- 6.1 In carrying out the contents of this procedure, Melville Housing Association will ensure that no persons will be treated less favourably than other person or group of persons on the grounds of age, disability, ethnic or national origin, an ex-offence, family circumstances, marital status, political or sexual orientation, race religion or gender.
- 6.2 The association will ensure that any Human Rights are not adversely impacted upon as a consequence of this procedure.

## **7.0 Data Protection**

- 7.1 Melville Housing Association Ltd takes the issues of data security and data protection very seriously and strictly adheres to guidelines published in the Data Protection Act 2018 and the General Data Protection Regulation (EU) 2016/679 (GDPR), together with any domestic laws subsequently enacted.
- 7.2 Information on how we manage our duties is detailed in our Privacy Policy. Details on how we use personal information can be found in our GDPR Fair Processing Notice. Further information is available on our website, [www.melville.org.uk](http://www.melville.org.uk) or on request.

## **8.0 Procedure Review**

The Head of Asset Management will review these procedures every three years. Any amendments required will be submitted to the Senior Management Team for approval.