

Nottingham & Nottinghamshire Covid-19 Response Care Homes and Home Care Toolkit

The Toolkit provides an overview of key areas care home and homecare staff should be familiar with. It is intended to be used as an electronic quick reference guide suitable for use with **adults** in receipt of care provision.

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The information below contains current and up to date information from our strategic partners for you and your staff. For further detail please see the twice weekly ebulletin sent out to all providers in Nottingham and Nottinghamshire. If you are a provider and are not in receipt of the ebulletin please contact Claire.Poole@nottscc.gov.uk or Adele.Drohan@nottscc.gov.uk

UPDATED as of 20th January 2022

Admissions

care home managers have the absolute discretion to accept or decline a resident and whether to isolate that individual on admission following individual risk assessment. Transferring from an interim care facility or transferring from another care home - No need to self-isolate upon arrival if they have received a negative PCR test up to 48 hours prior to transfer unless they have have been subject to an emergency admission or there is possible contact with a known outbreak in the part of the hospital where they were treated. Those who are transferred when positive must continue to see out any isolation period.

From the Community - No need to complete a 14-day self-isolation period, subject to an individual risk assessment. In the case of an urgent admission from the community - a test must immediately be sought (PCR of :FD at care home discretion. Any results of any PCR test completed in the last 72 hours should be shared with the clinical lead.

Further details can be found at https://www.gov.uk/government/publications/coronavirus-covid-19-admission-and-care-of-people-in-care-homes/coronav **Those who can't be tested -** Assumed to be potentially infectious- they should self-isolate for 14 days as a precaution.

Admission to Care Home when positive test in last 90 days

Anyone who has had a COVID-19 positive PCR test within the past 90 days should not be tested again before being discharged from hospital or a care facility if they: have a normal immune response and have completed their 14-day isolation period following the positive test result

Flu Isolation

Residents who have confirmed or suspected flu should self-isolate until fully recovered and for at least 5 days after the symptoms started.

Visiting During isolation - residents can also receive visits from their essential care giver. However, when a care home resident or essential care giver has tested positive for COVID-19, visits should only be made in exceptional circumstances

Outbreaks

An outbreak is defined as 2 or more confirmed cases of COVID-19, or clinically suspected cases of COVID-19 among people in the same specific setting, with the onset of symptoms within 14 days. For more detailed guidance on the definitions of outbreaks please see https://www.gov.uk/government/publications/covid-19-epidemiological-definitions-of-outbreaks-and-cluster

Access to PPE

The Government is extending the provision of free PPE to health and social care providers until the end of March 2022. In order to protect the health and wellbeing of health and social care workers, as well as their patients and clients, the continued provision will ensure frontline workers can access rigorously tested and high-quality PPE. Visit asklion.co.uk and PPE Equipment (nottinghamshire.gov.uk/covid19ppeordering)



The below links will direct you to the latest government guidance updates

Testing

Coronavirus (COVID-19) lateral flow testing of visitors in care homes Updates include : Removed 5 attachments: 'Care home LFD testing of visitors guidance', 'Visitor testing guidance pack' and 'Letter to care home visitors – LFT testing'

IPC

Overview of adult social care guidance on coronavirus (COVID-19) – updated to include the length of time that staff or residents who have been diagnosed with COVID-19 should not be included in testing – to 90 days after either their initial onset of symptoms or their positive test result (if they were asymptomatic when tested).

<u>COVID-19: management of staff and exposed patients or residents in health and social care settings</u>. Update includes new guidance for care homes re not testing previously positive cases even on LFTs

Visiting

Visiting arrangements in care homes. Visits out of care homes - GOV.UK (www.gov.uk

<u>Restricting Workforce movements between care homes and other care settings</u> Updated guidance on retesting within 90 days of a previous positive test in the 'further guidance on testing' section.



The COVID-19 Vaccine

Coronavirus (COVID-19) vaccine

All care home staff in any CQC registered Care Home will need to be fully vaccinated by October + 16 week grace period (and subject to parliamentary approval). This will apply to all staff employed by the care home (regardless of working hours), agency staff, volunteers and those entering the home to complete work who are employed elsewhere (unless exempt).

How safe is the COVID-19 vaccine?

Two vaccines are currently being used in the UK – the Pfizer-BioNTech vaccine and the Oxford-AstraZeneca vaccine. A third from Moderna has also been approved for use.

All of the vaccines have been shown to stop people from becoming seriously ill and dying and have met strict standards for safety, quality and effectiveness set out by the independent Medicines and Healthcare products Regulatory Agency (MHRA).

Monitoring of the impact of the vaccines as well as side effects and long-term risks continue after the vaccine is approved to make sure that the benefit of the vaccine outweighs any side effects. The MHRA advice is that the benefit of the vaccine in preventing COVID-19, which can result in hospitalisation and death, far outweigh the risk of side effects.

So far, millions of people have been given a COVID-19 vaccine and reports of serious side effects, such as allergic reactions, have been very rare. No longterm complications have been reported.

It is essential that staff continue to adhere to social distancing and Infection Prevention and Control Guidance once they have had the vaccine.



How effective is the COVID-19 vaccine? The first dose of the COVID-19 gives good protection from coronavirus but you will need 2 doses of the vaccines to give you long lasting protection. There is a small chance you might still get coronavirus even if you have the vaccine but the vaccine will reduce the risk of you becoming seriously ill. It is not yet clear if vaccination will stop you from passing it to someone else, so it is important to continue to follow social distancing, infection prevention and control guidance and PPE guidance.

Can you catch COVID-19 from the vaccine?

You cannot catch COVID-19 from the vaccine. You could have COVID and not realise you have the symptoms until after your vaccination appointment though. **Covid Symptoms** People with COVID-19 now are reporting a wide range of symptoms. People with these symptoms may have COVID-19: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhoea If you have the symptoms above, stay at home and arrange to have a test.

Consent

Consent must be obtained from every person or a persons attorney of care prior to the vaccination being given. Please see below vaccine consent forms for Care home staff and residents

Covid Vaccination Consent form for Care Home Residents

COVID-19 vaccination consent form for care home residents attorney of a care home resident

Vaccination Clinics specifically for Black African, Caribbean and Black British communities. The clinics can be accessed by booking on via the following link: https://www.swiftqueue.co.uk/nottinghamc19vaccv.php



COVID-19 vaccination: consent form and letter for social care staff

Managing admissions and discharges

Do not admit any person to your care home during an outbreak without contacting your local authority or CCG for practical support

Email the IPC teams: Nottinghamshire County -NNCCG.IPC@nhs.net or Nottingham City ncp.ipct@nhs.net and they will call you back in office hours NEVER PUT EXISTING RESIDENTS AT RISK THROUGH ADMISSIONS If you cannot safely admit refer to the local

authority for alternative accommodation for the isolation period

Understanding what to do with results

NEGATIVE PRIOR TO DISCHARGE OR ADMISSION Isolate for 14 days to be sure in case becomes positive as only accurate on day of test POSITIVE RESULT AND COMPLETED 14 DAYS **ISOLATION BEFORE ADMISSION** No further isolation required POSITIVE RESULT (WITH OR WITHOUT SYMPTOMS) BUT NO ISOLATION BEFORE **ADMISSION** Isolate for 14 days FROM THE DATE OF THE TEST (if 10 days have already been completed in hospital the remaining 4 must be in self isolation when discharged)

You may need to create dedicated zones for residents who explore, so that they don't feel trapped



Delineation of Risk Zones

Cohorting and Zoning



Integrated Care System

- If you have several people who are symptomatic you may
- rearrange which rooms people are in to contain the spread
- This can seem scary as it does disrupt the usual flow of the home and people may have to be moved out of their usual rooms. RISK ASSESS - if you cannot manage it in individual rooms this is the best way to keep people safe. You can do

Always wear a fluid repellent surgical mask

Aim to create distinct areas

RESIDENTS WHO ARE NOT SYMPTOMATIC AND HAVE HAD A NEGATIVE TEST

RESIDENTS WHO ARE SYMTOMATIC EVEN IF THEY HAVE HAD A NEGATIVE TEST

RESIDENTS WHO HAVE A POSITIVE RESULT. YOU MAY NEED TO CREATE A 'WARD' OR USE ROOMS FOR MULTI OCCUPANCY

care-homes

Update from Adass on cohorting, zoning and isolation practice - access it here

- https://www.gov.uk/government/publications/coronavirus-covid-19-hospital-discharge-service-
- https://www.gov.uk/government/publications/coronavirus-covid-19-adult-social-care-actionplan/covid-19-our-action-plan-for-adult-social-care
- https://www.gov.uk/government/publications/coronavirus-covid-19-admission-and-care-of-people-in-

Recommended use of Personal Protective Equipment [PPE] **

Disposable gloves (vinyl or nitrile) Disposable plastic apron (aprons are recommended by IPC for all duties) Fluid-repellent surgical mask (Type IIR) • A new fluid-repellent surgical mask must be used after giving personal care to each resident • For domestic duties only in non-symptomatic or negative resident's rooms, masks can be used on a sessional basis	Il care (domestic and personal)	
 Fluid-repellent surgical mask (Type IIR) A new fluid-repellent surgical mask must be used after giving personal care to each resident For domestic duties only in non-symptomatic or negative resident's rooms, masks can be used on a sessional basis 	isposable gloves (vinyl or nitrile)	✓
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	 A new fluid-repellent surgical mask must be used after giving personal care to each resident For domestic duties only in non-symptomatic or negative resident's rooms, 	
Eye protection (where there is a risk of contact with body fluids)	ye protection (where there is a risk of contact with body fluids)	✓

For AGPs, IPC recommend an FFP 3 (filtered face piece/hood)

****** Always check the latest guidance at GOV.UK for the latest PPE guidance https://www.gov.uk/government/publications/covid-19-how-to-work-safely-in-care-homes https://www.gov.uk/government/publications/covid-19-how-to-work-safely-in-domiciliary-care

Putting PPE on & taking it off – Safe Practice

- The risk of infection transmission increases when used PPE is handled (especially face masks).
- There is a safe way of applying and removing PPE.
- Please see videos at: <u>here & https://youtu.be/-GncQ_ed-9w_https://youtu.be/kKz_vNGsNhc</u>

Please note that this guidance is of a general nature, employers should consider the specific conditions of each individual place of work and comply with all applicable legislation, including the Health and Safety at Work etc. Act 1974 and should **ALWAYS** check the latest guidance at **GOV.uk** which is changing very frequently.

It is essential that social distancing and full PPE guidelines are adhered to even after you have recieved the Covid Vaccination

Covid-19 vaccination is not 100% protective. It remains essential that social distancing and the correct use of appropriate PPE is followed even if you do not have any COVID-19 positive cases at your service.

Exemptions on wearing face coverings in public are covered by regulations that DO NOT apply to care settings.

Call the customer service team on 0800 876 6802 if you have any questions about using the PPE portal. The team is available from 7am to 7pm, 7 days a week, to help resolve your queries.

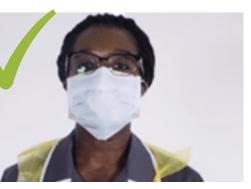
Or contact ppe@nottscc.gov.uk if you would like more information about this offer.

PPE is only effective when combined with good hand hygiene, good respiratory hygiene and effective infection control practice. **Only approved PPE should be** worn.

PPE is different to 'Face Coverings' - homemade fabric masks are NOT approved for use at work as they are not fluid repellent.



Emergency access to PPE supplies





Infection Prevention and Control

There is an increased risk of COVID outbreaks when staff work across multiple sites - please access the governments new winter plan for information regarding plans to manage this - Access Here

- Do not admit a person to your care home during an outbreak without seeking IPC advice
- To report an outbreak, contact Public Health England on 0344 2254524. You can contact your LA/CCG for practical support about what to do next/how to manage, support with risk assessment etc. Email the IPC teams: Nottinghamshire County - NNCCG.IPC@nhs.net or Nottingham City ncp.ipct@nhs.net and they will call you back in office hours.

Getting to work

- Do not come into work if you have symptoms. If you are symptomatic or have had a positive test result you must now self isolate for 10 days. See the guidance here
- If using a car to get to work use antibacterial spray/wipes for high risk areas before and after travel
- Come to work in clean clothes with a clean uniform to change into and a separate outer coat/clothes and work shoes OR Come to work in a clean uniform and bring a clean change of clothes for the end of shift in a clean disposable bag. Bring disposable bag to store uniform at the end of the shift
- Avoid car sharing if at all possible, if you must share a car to get to work ensure full PPE is worn and windows are open to improve ventilation. Sanitisation of hands and all surfaces must be completed frequently
- Use hand sanitiser 70% alcohol when you leave your vehicle

On arrival at your base

- If agreed with your manager, complete your LFD test prior to leaving for work. If positive, don't go to work and arrange with your manager to complete a PCR test. Otherwise the LFD test must be done on arrival in line with guidance
- Check your temperature, only commence work if your temperature is OK
- Wash your hands for at least 20 seconds using soap and water, use
- disposable towels to dry your hands well.
- Social distancing must be maintained during break times and on getting to and from work. At the end of your shift
- Appropriate use of PPE may protect clothes from contamination, but staff should change out of work clothes before travelling home. Work clothes should be washed separately, in accordance with the manufacturer's instructions.
- Remove uniform and place in disposable bag to take home or use the care home laundry service
- Wash hands before leaving
- If you are unable to change before leaving your place of work ensure your uniform is covered by an outer coat

On arrival home

- If you used your own car before entering home disinfect the vehicle thoroughly e.g. seat belts and all fixtures inside and outside the car that have been touched
- Place all clothes or uniform straight into the washing machine and wash at the highest temperature for the material
- Wash hands then shower/bath

Hand washing is key!

Wash your hands before, during and after all contact with individuals for a minimum of 20 seconds using soap and water. You must wash you hands:

- Before leaving home
- On arrival at work
- the same resident
- After using the toilet
- After breaks and activities
- Before food preparation
- Before eating any food, including snacks
- Before leaving work
- On arrival at home
- Hand sanitiser is effective when it contains 70% alcohol or where it states virucidal effective

Hand washing technique guidance is accessible here https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-yourhands/

- Avoid touching your face
- room is classed as infectious.
- all times.

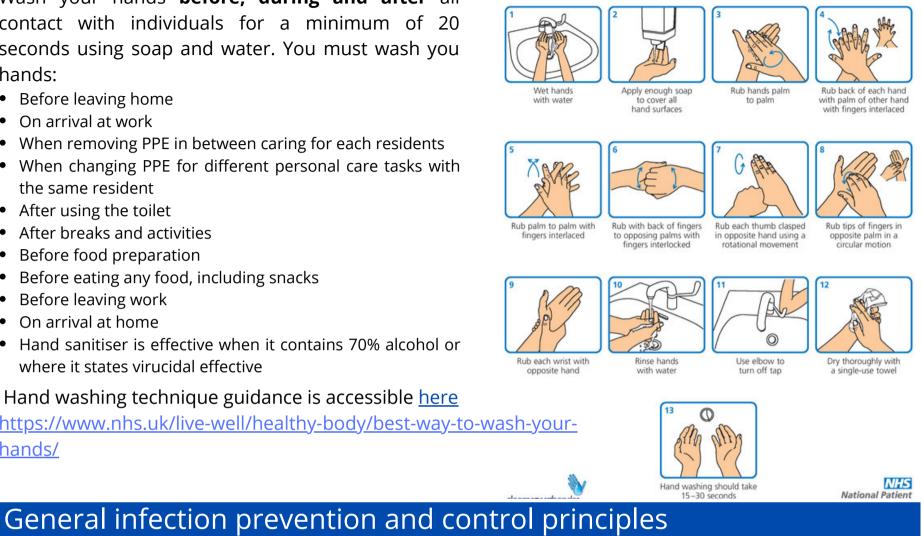
*Method: 1. detergent and water followed by a bleach based product diluted to a strength of 1000ppm, ensuring the correct contact times are adhered to 2. a combined detergent and sodium hypochlorite product diluted to a strength of 1000ppm, ensuring the correct contact times are adhered to.



• When removing PPE in between caring for each residents • When changing PPE for different personal care tasks with

Hand-washing technique with soap and water





• All waste should be disposed of into the waste bin in the residents room as all waste produced in the

• Orange infectious waste bags should be used ideally. If not available yellow clinical waste bags or **black** household waste bags (in a home care setting) can be used but should be set aside for 72 hours, alternatively full waste bags should be double bagged and put into an external bin that is kept locked at

• Laundry – use usual detergents, wash infected [suspected or confirmed] items separately from others laundry using a soluble linen bag see guidance here

• Increase general cleaning. It is estimated that viable virus could be present for up to 5 days but less so on soft furnishings. Ensuring that areas are kept as clutter free as possible will aid effective surface cleansing. Items such as magazines should be single person use only.

• Clean and disinfect regularly touched objects and surfaces using your regular cleaning products to reduce the risk of passing the infection on to other people.*

Visitors to care home settings

Updated 1/2/22

Visitors

- There are no nationally set direct restrictions on visiting in care homes.
- Visiting is an integral part of care home life. It is vitally important for maintaining the health, wellbeing and quality of life of residents. Visiting is also crucial for family and friends to maintain contact and life-long relationships with their loved ones, and to contribute to their support and care.
- Visitors should not enter the care home if they are feeling unwell, even if they have tested negative for COVID-19 and are fully vaccinated and have received their booster.
- Visitors who are not legally required to self-isolate are advised against visiting the care home (for 10 days) if they have been identified as a close contact of someone with COVID-19, unless absolutely necessary, even if they have been fully vaccinated.
- People living in care homes are typically more vulnerable to severe illness as a result of coronavirus. Additional measures should therefore be in place place to facilitate visiting while keeping care home staff and residents safe. These include: infection prevention and control (IPC) measures, individual risk assessments, testing arrangements, isolation on return from some highrisk activities out of the home.
- Visitors should make arrangements with care homes in advance of the visit, so that care providers can manage the number of people attending at any one time.
- The duration of visits should not be limited if safe visiting practices can be maintained
- Visits should take place in a room most practical and comfortable for the resident (for example, residents with dementia may be more comfortable in their own room with familiar belongings)
- visitors should receive a negative lateral flow test result and report it on the day of their visit, either by conducting the test at home or when they arrive at the care home – essential care givers need to follow the additional testing arrangements outlined below

During an outbreak, care providers should also continue to offer visits outdoors. Subject to a risk assessment by the health protection team (HPT), outbreak restrictions may be lifted if 14 days have passed since the onset of symptoms in the most recent case, a round of PCR recovery testing of all residents and staff is undertaken, and there are no PCR positive results

Who can I contact if I have questions?

IPC team.

Email the IPC teams: Nottinghamshire County - NNCCG.IPC@nhs.net or Nottingham City ncp.ipct@nhs.net and they will call you back in office hours or PHE out of hours tel 03442254524

Essential Care Givers

- asymptomatic testing and in an outbreak see

End of Life Visits

- discussions with the family take place in good time.
- lateral-flow-testing-in-adult-social-care-settings

Professional Staff

Any professionals visiting a care home - such as healthcare workers, tradespeople and hairdressers are required to show they are vaccinated or exempt before entering the home. This includes staff who may work or volunteer in the care home on a part time or occasional basis to deliver non-care-related services such as maintenance or activities. The vaccination requirement only applies to people who go inside a care home. Individuals who are not entering the building will not need to show vaccination status. 0

It is essential to safe visiting that visiting happens within a wider care home environmer. of robust IPC. Visitors should make arrangements with the care home before visiting to ensure adequate IPC measures are in place.

If you have queries related to infection prevention control procedures for visitors then please contact your local

Queries related to the advice of the Director's of Public Health can be addressed to Nottinghamshire County Council (Coronavirusph@nottscc.gov.uk or Nottingham City Council (coronavirusqueries@nottinghamcity.gov.uk).

• Essential care givers can visit in periods of outbreak and when their friend or family member in a care home is isolating. If a care home resident has tested positive for COVID-19, essential care giver visits can be made in exceptional circumstances.

• Essential care givers will need to follow the same testing arrangements as staff for both regular

https://www.gov.uk/government/publications/coronavirus-covid-19-testing-in-adult-care-homes • Essential care givers should read and follow the appropriate guidance for using PPE see https://www.gov.uk/government/publications/covid-19-how-to-work-safely-in-care-homes

• Visits at the end of life should always be supported, including where the resident has COVID-19 following appropriate IPC support, and consideration of vulnerability and vaccination status of the visitors. Families and residents should be supported to plan end of life visiting carefully, with the assumption that visiting will be enabled to happen not just towards the very end of life, and that

• Visitors for visits of this nature should be tested using lateral flow tests. For information on how to test, see the guidance on https://www.gov.uk/government/publications/coronavirus-covid-19-

Visits Outside Of The Care Home



We expect and encourage providers to facilitate residents to take part in visits out of the care home. This could be for a short walk, to attend a place of worship or for a longer visit including an overnight stay to see family and friends.

All residents (regardless of vaccination status) should not normally need to self-isolate following a visit out, but a risk assessment should be completed with consideration given to:

- the number of people involved in the visit (and whether they are 'usual contacts' of the resident or people they do not usually mix with)
- if the vaccination status of those involved in the visit is known or not
- whether those involved in the visit have received a recent negative lateral flow test result
- the characteristics of the setting (for example, enclosed settings would be higher risk than open air settings)

Residents should isolate for a maximum of 10 days from other residents following an emergency stay in hospital (as they are higher risk than an elective admission) or other high-risk visit out. During this period of isolation within the care home, residents may continue to undertake visits out of the care home, if:

- a risk assessment by the care provider shows they can avoid other residents
- they are not visiting another social care setting
- consideration is given to the vulnerability of those they will be visiting

Other steps to mitigate the risk of an individual resident's visits out of a care home include:

- where possible, anyone else who the resident meets as part of an indoor visit should undertake a lateral flow test and receive a negative result on the day of the visit all tests should be reported to the UON of the care home
- following wider guidance on ventilation, limiting close contact, good hand hygiene and respiratory hygiene while people are away from the home
- careful consideration of transport arrangements. If the care home is using its own vehicle then cleaning protocols will need to be in place. If comfortable, the vehicle windows should be opened to aid ventilation
- if the resident is being accompanied by a member of care home staff, a risk assessment should be carried out. This should assess the COVID-19 transmission risk to the care worker arising from any activities during the visit to ensure that the necessary precautions are in place. This may, for example, include if the care worker is likely to undertake direct personal care, as per the how to work safely in domiciliary care and how to work safely in care homes guidance, and therefore whether the care worker requires PPE (above that recommended for individuals in a public place). If necessary, the staff member should take the required additional PPE, as well as the means to safely store or dispose of it, along with a spare replacement face mask, with them when they leave the care home

During an outbreak:

Home visits and leave should be stopped in the event of an outbreak other than in exceptional circumstances . This should also take account of the sa

Nottinghamshire County Council



Integrated Care System





Safe Visiting Practices

- Wear a face mask when visiting the care home, particularly when moving through the care home. COVID-19 spreads through the air by droplets and aerosols that are exhaled from the nose and mouth of an infected person.
- Wash hands for 20 seconds or use hand sanitiser on entering and leaving the home, and to catch coughs and sneezes in tissues and clean their hands after disposal of tissues.
- Limit contact with other residents and staff, and maintain as much distance as possible. Regular conversations with staff can be arranged over the phone following in-person visits.

Communal areas can be used for visits if there is only one visiting group using the area at a time. Individual groups may wish to remove face masks to share a meal together in communal areas, providing no other people are in the area.

The provider's policy should set out the precautions that will be taken in respect of infection control during visits, placing this within the context of the care home's wider infection prevention and control practice. Care homes should ensure that these are communicated in a clear and accessible way to visitors.

Risk assessment

When developing their visiting policies, providers should undertake individual risk assessments to assess the rights and needs of individual residents, as well as any specific vulnerabilities that are outlined in the resident's care plan, and to consider the role that visiting can play in this.

Providers must consider:

- residents' rights to visits and the important role visitors play in residents' wellbeing
- what is possible within the layout and facilities within the home to ensure that mixing between visitors is limited as much as possible
- where and how visitors might be received on arrival at the home to avoid mixing with other visitors, staff or residents the precautions that will be taken to prevent infection during visits (including PPE use, ventilat







Covid-19 Testing/swabbing Nottingham and Nottinghamshire

How will testing/swabbing work in Nottingham and Nottinghamshire?

The planned local approach to the coordination of care home testing is set out below;

- The Local Resilience Forum (LRF) Testing Cell, in collaboration with the Care Home Cell, has developed a supportive approach for Care Homes
- This ensures we can facilitate local co-ordination support throughout the whole testing process, whilst flexing to accommodate the national policy guidance

The approach is underpinned by the need bring clarity for care homes on;

- routes to testing - support for testing - follow up support

For all enquiries or support, please contact;

Nottingham and Nottinghamshire Testing Coordination Centre:

Coordination Centre open 8am to 6pm on

0115 883 111

Email - nnccg.Covid19-testingcell@nhs.net

What to do if you have a suspected positive COVID-19 resident

If you are a Care Home Manager and you have a symptomatic resident please follow the process below:

- Call 0115 883 111– Testing Coordination Centre
- Confirm your staff and resident numbers
- The Testing Coordination Centre will access the digital portal and book swabs for your home
- You will be offered infection prevention and control support immediately
- Including support from the Care Home Swabbing team.
- When your swabs are completed, your swabs will be sent to the local laboratory for testing
- The Care Home Manager will receive the test outcomes directly within 72 hours, and must communicate these to the Testing Coordination Centre
- If the test results include a positive, you must inform the GP and PHE, the Infection Prevention & Control teams, alongside the Enhanced Care Home Support teams, will mobilise immediately to provide you with an increased support offer

Regular retesting for care home staff and residents

For more information on whole home testing <u>click here</u>.

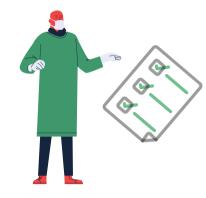
There is a retest exemption period of 90 days for a person who has a previous positive covid test result click here for more information

Coronavirus (COVID-19) testing for homecare workers

- homecare (domiciliary care) staff.

Staffing support offer - How to access a Relief Workforce

If a health or social care worker is considered to be a contact, and the recommendation for them to self-isolate would have implications for the provision of the service, their employer will need to escalate this for a risk- assessment to a Tier 1 contact tracer at the local Health Protection Team (HPT). link <u>here</u>





The government's Vivaldi 1 care home study highlights the importance of regular staff testing while there is a higher prevalence in care homes. An information fact sheet can be accessed here.

Care homes should register for retesting <u>here</u> https://www.gov.uk/apply-coronavirus-test-carehome, as soon as possible. Note even if you previously registered for whole home testing when it was first made available, you will need to re-register on the portal in order to receive regular retesting.

How to carry out testing on staff and residents can be found here - Staff & Residents.

• Government guidance has set out how homecare agencies in England can order regular tests for their

• This is available here : <u>A testing service for homecare workers in England</u>

The email address you will use is sfh-tr.temporary.staffingoffice@nhs.net to request emergency staffing a minimum of 24 hours before shift cover is required. You will need to provide the following details:

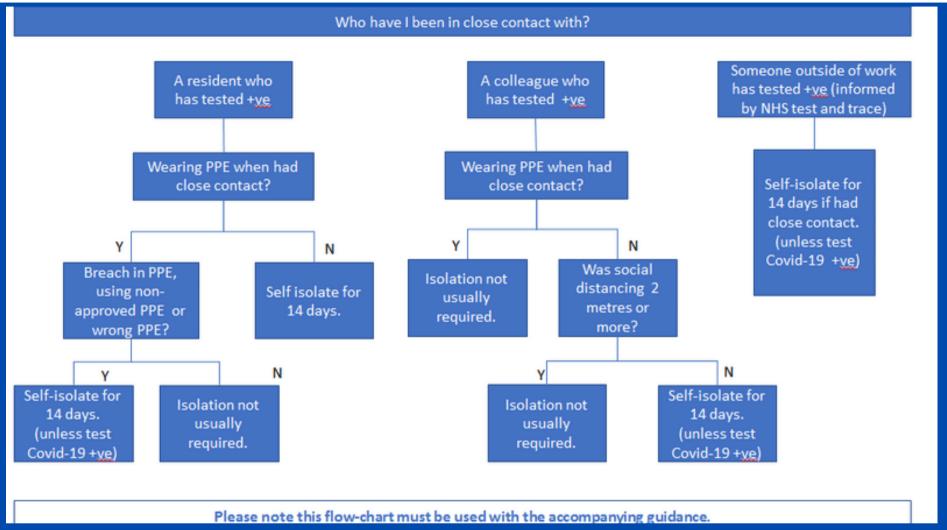
Name of care home, Date of shift, Day or Night Shift (SFH will supply 12 hour shifts only),

Type of staff (carer or trained nurse), Proof of indemnity cover e.g. a scan of level of insurance cover and dates, Name of the manager and confirmation they will pay the invoice within 30 days

Test and Trace

The NHS test and trace service helps trace close recent contacts of anyone who tests positive for Covid-19 and if necessary, notifies them that they must self-isolate at home to help stop the spread of the virus.





Care home and homecare workers should follow the same advice as the general public apart from the exceptions noted on the right. Anyone who has had close contact with someone who tests positive for Covid-19 will be expected to isolate themselves for 14 days, or for 10 days from developing symptoms of Covid-19. See guidance here

'Close contact' occurs in a number of circumstances including:

- When you have skin-to-skin physical contact with someone with confirmed covid-19
- When you have face-to-face contact within one metre of someone with confirmed covid-19 e.g. face to face conversation
- When you are within one metre of someone with confirmed covid-19 for one minute or longer without face-to-face contact
- When you spend more than 15 minutes within two metres of someone with confirmed covid-19
- When you have cleaned a personal or communal area of the home of someone with confirmed covid-19, the first time the cleaning occurs

NHS test and trace work to identify the close contacts of a person who tests positive; where positive results involve those working in a health or social care setting, the NHS test and trace service may refer the case to Public Health England (PHE) who then provide guidance to the health or social care setting.

COVID-19?

• I was wearing PPE: If a staff member has been caring for a Covid-19 positive resident/service user and appropriate PPE has been worn, this contact will need to be risk assessed by the manager with advice from PHE. This is unlikely to be considered a 'close contact' and the staff member can return to work.

• I was not wearing PPE or had a PPE breach: If a staff member has been caring for a Covid-19 resident/service user and they were not wearing PPE or there was a breach in PPE this contact will need to be assessed by the manager with advice from PHE. It is likely that this would be considered a 'close contact' and self- isolation guidance would apply.

2. What if I have had close contact with a colleague at work who has tested positive for **COVID-19?**

If a staff member has had close contact at work with a co-member who has been confirmed Covid-19 positive, this contact will need to be risk assessed by the manager with guidance from PHE.

- member can return to work.
- guidance would apply.



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1. What if I have had close contact with a resident /service user who has tested positive for

• I was wearing PPE whilst the contact was made and/or we have been maintaining social distancing (including on breaks): it is unlikely to be considered a 'close contact' and the staff

• I was not wearing PPE whilst the contact was made and social distancing was not followed: if contact was close or made for over 15 minutes when masks were removed and social distancing was not applied, then it is likely that this would be considered a 'close contact' and self-isolation

Test and Trace Continued...

What happens if, once risk assessed, I need to self-isolate as a contact? It is important that anyone identified as a close contact self-isolates.

ntact?

Asymptomatic contacts may be offered a test for Covid-19 if there is a clinical need to do so. Clinical need would be agreed in partnership with PHE and the manager.

- If the test is negative the 14-day self-isolation period must still be completed. This is because you may have the virus, but it cannot be detected by a test yet.
- If the test is positive then the staff member must self-isolate and may return to work after <u>TEN days</u>, providing they are well and have not had a fever for 48 hours. If asymptomatic when tested but symptoms later appear (within the 10 days) the 10 day isolation will need to start over from day 1 of symptoms.
- Staff and residents who have previously tested positive for COVID-19 should be exempt from re-testing within a period of 6 weeks unless they develop new symptoms, in which case they will need retesting. Those who are tested after 6 weeks from their initial test or illness onset and are still found to be positive, this could be due to a persistently positive test associated with the original infection, rather than a new infection as the virus can remain for some time following infection. If they have developed new possible after 6 weeks, they would need to isolate again.

Published guidance

- <u>Management of exposed healthcare workers and patients in hospital</u>
 <u>settings</u>
- <u>Guidance for contacts of people with possible of confirmed Covid-19</u> infection who do not live with the person
- Test and trace: how it works

Social distancing must be maintained during break times and getting to and from work.

Lateral Flow Device (LFDs)

Lateral flow devices have been approved by the Department of Health and Social Care for self testing. This means that care home staff can now test themselves and register their twice weekly LFD tests from home before they come to the are home to start work. This only applies to care home settings currently. There is provision for care staff to order up to 25 LFDs to use at home and these can be ordered via the <u>online replenishment portal which can be accessed here</u>. There is also self testing guidance available <u>here</u>

It is a legal requirement that All LFD tests both positive and negative must be registered <u>Click here to register LFD</u>

<u>results</u>

Tests should be collected between 10 am and 4pm , if your test is not collected contact COVIDCareHomeTesting@dhse.gov.uk or call 0300 303 713

What does a breach in PPE mean?

This may be non-approved PPE such as fabric masks, PPE that was damaged during use, or where there was a breach in PPE while providing personal care. Examples that are unlikely to be considered breaches include if a health or social care worker was not wearing gloves for a short period of time or their gloves

tore, and they washed their hands immediately, or if their apron tore while caring for a resident/service user and this was replaced promptly. Risk assessment for assessing a PPE breach is outlined within government guidance available in section 6 <u>here</u>.

Staffing Concerns following Test and Trace;

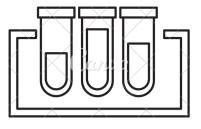
How to access the Relief Workforce – Process updated The email address you will use is sfh-tr.temporary.staffingoffice@nhs.net to request emergency staffing a minimum of 24 hours before shift cover is required.

You will need to provide the following details:

- Name of care home
- Date of shift

Day or night shift (SFH will supply 12 hour shifts only) Type of staff (carer or trained nurse)

Proof of indemnity cover e.g. a scan of level of insurance cover and dates Name of the manager and confirmation they will pay the invoice within 30 days





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Recognising and Responding to Deterioration

RESTORE2[™]and RESTORE2Mini [™]are the accredited tools of choice to identify deterioration in those that require additional care in care homes or from home care providers across the Nottingham ICS. Free training for providers to use and adopt this tool is available via the training hub.

RESTORE2 can help you and your staff to spot deterioration of both non-COVID andCOVID-19 related illness (Admission and Care of Residents in a Care Home during COVID-19, Version 2, Updated 2 September 2020) and act to decrease avoidable hospital admissions.

RESTORE2 uses three tools (Soft Signs, NEWS2 and SBARD) which when used in unison create a robust process for early identification of the signs of deterioration and appropriate and timely escalating (if required).

Assess twice daily for a high temperature (37.8°C or above), a cough and softer signs i.e. being short of breath, being not as alert, having a new onset of confusion, being off food, having reduced fluid intake, diarrhoea or vomiting.

A NEWS2 score will indicate an appropriate level and frequency of monitoring required as documented in RESTORE2 booklets. If care staff feel that the person needs more frequent monitoring this is welcomed, however the frequency of monitoring should never be less than recommended within RESTORE2 guidelines.

All Care Homes

Assess twice daily for a high temperature (37.8°C or above), a cough and softer signs i.e. being short of breath, being not as alert, having a new onset of confusion, being off food, having reduced fluid intake, diarrhoea or vomiting. Admission and Care of Residents in a Care Home during COVID19

Where possible, care home staff should be trained to measure other vital signs including blood pressure, heart rate, pulse oximetry, respiratory rate level of consciousness and new confusion to monitor for deterioration of ANY cause. These observations make up a NEWS2 score used in the RESTORE2 tool. Training videos can be found here

A NEWS2 score will indicate an appropriate level and frequency of monitoring required as documented in RESTORE 2 can help you to spot deterioration from Covid-19 related illness or RESTORE2 booklets. If care staff feel that the person needs more frequent monitoring this is welcomed, however the frequency of monitoring should never be less than recommended within RESTORE2 guidelines. Note that symptoms can be vague, it could be a general deterioration – a new fall, a headache etc. All should be treated as possible COVID and the resident isolated for 14 days and a request for testing made.

As symptoms can often present atypically or vague any other signs of concern for additional support contact Call for Care - 01623 681691 or Citycare Mon-Fri 8am-6pm - 0115 8834863. Weekend& Bank Holiday 8am-6pm 0782782346. Evening and night service 0115 8838151 or 0115 8838152- for support/advice or contact NHS 111 9 * 6

For all potential corona virus infections seek medical advice early as symptoms can often present atypically or vague.



Home Care

deterioration of ANY cause.

Appropriate Escalation!

- when escalating confirmed or suspected.

recognise non-Covid-19 related deterioration and act to get your individual the most appropriate care and support. RESTORE2 uses three tools (Soft Signs, NEWS2 and SBARD) which when used together can help you to get the help and support you need more quickly. For further information on RESTORE2 and RESTORE2Mini please go to RESTORE2 (nottstraininghub.nhs.uk) where there is a list of future training sessions published.



• Where possible care staff should be trained to measure temperature, blood pressure, heart rate, pulse oximetry, respiratory rate level of consciousness and new confusion to monitor for

 Assess the appropriateness of admission to hospital • Ensure the respect document is up to date and complete • Ensure GP/Ambulance Crew hospital or call handler is aware of the status • Always refer to the individuals' advance care plan/Respect form to consider the right course of action in an emergency

Medications and Symptom Management

Symptom Management

Controlling symptoms of Covid-19 in Community Settings & NICE Clinical Guidance NG163 offer guidance about how to mange Covid-19 treatments and care planning. https://www.nice.org.uk/guidance/ng163 https://www.nottsapc.nhs.uk/covid-19/

Nottinghamshire Area Prescribing Committee

- Nottinghamshire Area Prescribing Committee (NAPC) host a collaborative strategy for ensuring consistent high quality and cost effective use of medicines across Nottinghamshire.
- The NAPC website is the 'go to' place for medication guidance and support https://www.nottsapc.nhs.uk/covid-19/ and is updated frequently with new and updated guidance in a variety of settings including care homes.
- Please refer to our most recent prescribing guideline for End of Life care for Covid patients.

Access to free medicines management training for care providers

Excellent free training resources have been bought from PrescQIPP, a NICE and skills for care accredited provider of medicines management training. There are separate packages, one for care homes and one for home care providers. The links below explain how to access the training:

For home care providers;

https://www.prescqipp.info/media/4743/prescqipp_managing_medicines_for_adults_receiving_s ocial_care _in_the_community_e_learning_course_overview.pdf

For care homes;

Visit the prescQIPP e-learning platform - <u>https://moodle.prescqipp.info/login/index.php</u> For more information or you are experiencing issues registering please contact Tania Cook taniacook@nhs.net

Medications management resources

Care about Medicines newsletter

Guidance on Medicines in Social Care Settings

- Please contact lisa.ryley@nhs.net for a copy.

British Geriatric Society, Best practice Guidance - Care Homes and Covid-19

- care homes
- pandemic-in-care-homes

Medication re-use scheme

- not originally dispensed for that individual.

Medicines Optimisation Support

Questions/Queries?

If you have ANY Medication Management queries, please contact our Nottingham and Nottinghamshire Medication Management teams via email at MACCG.NottsAPC@nhs.net (office hours only).



Bi monthly newsletter is produced jointly with local authority colleagues and contains a range of information for both care homes and home care providers. If you don't currently receive this but would like to be added to our mailing list please email lisa.ryley@nhs.net

The documents "Guidance for the management of medicines in social care establishments" and " Medication Guidance for home based case & support providers" are now available.

• The guidance covers both City and County care homes and home care agencies and are relevant to any social care setting where medicines are managed.

Both documents have been updated to include changes to legislation and continue to share best practice in relation to managing medicines safely.

They also offer a host of templates which can be adopted or used to improve current in-house templates.

• The British Geriatric Society published best practice guidance for managing the Covid-19 pandemic in

The guidance makes 22 key recommendations including palliative and supportive considerations It can be accessed here and at https://www.bgs.org.uk/resources/covid-19-managing-the-covid-19-

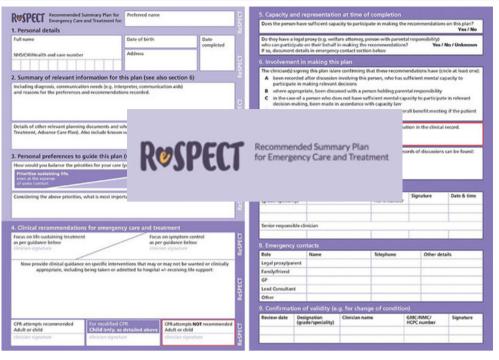
• In response to Covid-19 the government has recently launched a medicines re-use scheme.

• Some types of medication can be re-used for others with the same prescription even though it was

• The CCG has produced a local guidance document that homes may wish to use to implement this scheme. For a copy please email Tania Cook taniacook@nhs.net

• The CCG has a number of pharmacists and technicians who can support both care home and home care providers with a range of areas including medication reviews and ordering processes. Please email taniacook@nhs.net or cosborn@nhs.net

End of Life care and management



The ReSPECT document supports people to get the right level of care and support at the end of their lives.

 \cdot It is one of the ways they or their loved ones can be in control at the end.

• Please ensure, where appropriate, all individuals are offered the opportunity to have an advance care plan in place.

· If the individual does not have an advance care plan you can discuss this with your nurses or GP.

· ANYONE (qualified and unqualified staff] can start a ReSPECT form but it will need to be signed by a GP or Senior Nurse.

· ReSPECT forms can be signed at weekly MDT meetings. https://www.resus.org.uk/respect/learning/ https://learning.respectprocess.org.uk/#landing

ALL individuals should be offered an advance care conversation with relatives if necessary or desired. This will identify priorities for care and whether resuscitation would be appropriate in the event of a cardiac arrest.

Use ReSPECT and Advance Care Plans as they describe what matters to the resident; family, friends, the environment and demonstrate that you understand what is important to them. You can also monitor that they are pain free and peaceful, whilst supporting their loved ones

> **Respect Version 3** Launched November 1st 2020

Just Breathe!

Change the pace - your time is the greatest gift you can give

Symptom Management

Some individuals experience severe symptoms and a rapid decline. Early management of symptoms can alleviate any suffering and it is important to deliver effective medications in effective doses from the outset. https://www.nice.org.uk/guidance/ng163



National Palliative and End of Life Care Partnership www.endoflifecareambitions.org.uk

Gold Standards Framework

- It is good practice to ensure all residents are proactively assigned an accurate RAG staus.
- In the context of Covid-19 transition from amber to red and death may be a few days -hours only.
- All residents RAG should be on EPaCCS/End of life register and those actively deteriorating (Amber and Red) should be referred to Call4Care and recommended to ask for anticipatory medications to be issued

https://www.goldstandardsframework.org.uk/gsf-signposting-andguidance-on-the-coronavirus-epidemic

https://nottinghamshire.eolcare.uk/ - Notts EOL Website



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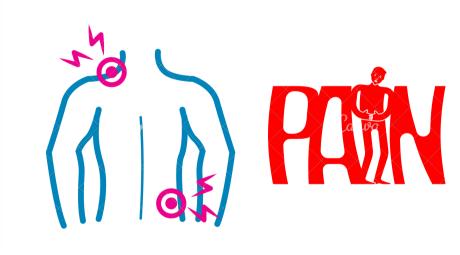
"I can make the last stage of my life as good as possible because everyone works together confidently, honestly and consistently to help me and the people who are important to me, including my carer(s)."



Virtual Assessment

You can use technology to get advice from the GP and hold multidisciplinary meetings to support end of life care. You can use your personal devices if necessary. If possible have the video consultation in the individual's room or somewhere private. This approach can also be use after death for verification





The Mental Capacity Act and Covid-19

The Mental Capacity Act (MCA) provides protection and upholds the rights of people who lack, or may lack, capacity to make decisions about different aspects of their life. It is important to remember that the principles of the MCA and the Deprivation of Liberty Safeguards (DoLS) have not been changed as a result of the pandemic. You may be faced by unfamiliar situations and decisions, for example, assessing a person's capacity to be tested for Covid-19 or where public health restrictions interface with the MCA. The Government has issued updated guidance on the Mental Capacity Act and Covid-19 -

https://www.gov.uk/government/publications/coronavirus-covid-19-looking-afterpeople-who-lack-mental-capacity._ This guidance is to help address these issues and support you in ensuring the rights of the people you, in turn, support.

Death Verification

Confirmation or Verification of Death

- Confirmation or **verification of death** is defined as deciding whether a person is actually deceased.
- Verification of death can be undertaken by staff who are competent and confident to carry out this task.
- Your organisation/service should have a policy/procedure which will support you to undertake this practice. You should be familiar with this.

In Nottingham and Nottinghamshire local guidance – 'Death administration in the community' is available, staff should be familiar with this as it supports Verification of expected death practice. It also includes a pre authorisation template which will support staff and partners in decision making when verification of death is needed

If you do not have a competent/trained person available to verify death contact:

- Call for care 01623 681691 or
- Nottingham Citycare 0115 8834863 (Monday Friday 8am-6pm) 0115 8838151 or 0115 8838152 (Evening and night service) 0782782346 weekends and Bank Holiday 8am-6pm

Death certification

All doctors in primary care and hospitals NUH, NHCT, SFHFT can carry out death certification. Doctors can do the death certification if they have seen the Individual within 28 days (this can be by video which you are asked to help facilitate) or after death.

If an individual has been discharged from hospital and dies quickly before any contact with the GP the hospital doctors will not write the certificate but the GP still can and will include the hospital doctor on the certificate.

If there are any concerns about care of the deceased raised by care staff or family, the GP should be made aware of this asap & the Coroner may need to be notified.

Grief & Bereavement Support

- A grief line has been set up to support staff and families in dealing with emotional distress related to loss of loved ones.
- The grief line will listen and offer practical support where needed as well as signposting to existing grief support.

You can call 0800 111 445

8am til 5pm Monday - Friday.

If you require urgent grief support, you will be provided with an number to contact outside of these hours.



Care staff do this informally already, they absolutely know when their loved one's have passed away, if the death was expected, they shouldn't have to wait for others to tell them what they already know.

Death Registration

death

During the Covid-19 pandemic doctors are emailing death certificates directly to the Registrars (so no need for relatives to pick up from surgery)

Care of the deceased - after care

When a person dies of suspected coronavirus (Covid-19) in a residential care setting be aware that there is likely to be continuing risk of infection from body fluids. Whilst undertaking last offices, it is recommended that the usual PPE and standards of Infection prevention control precautions are maintained. You should follow the usual processes for dealing with a death in your setting. Since there is a small but real risk of transmission from the body of the deceased, mourners should be advised not take part in any rituals or practices that bring them into close contact with the body of an individual who has died from, or with symptoms of Covid-19. Given the very significant risk for vulnerable and extremely vulnerable people who come into contact with the virus, it is strongly advised that they have no contact with the body. Cremation is permitted where the deceased does not have a medical device that requires removal e.g. pacemaker/ICD.

Informing the CQC

The CQC are now recording all deaths where Covid-19 was possible or confirmed Please inform the CQC using your usual notification form even if the person dies in hospital

Published Guidance

https://www.gov.uk/government/publications/covid-19-guidance-for-care-of-the-deceased/guidance-forcare-of-the-deceased-with-suspected-or-confirmed-coronavirus-covid-19 https://www.gov.uk/government/publications/covid-19-guidance-for-care-of-the-deceased https://www.hse.gov.uk/pubns/books/hsg283.htm



- The person registering a death (known as the informant) can be:
- •a close relative of the deceased, named the executor of the Will.
- •a relative who witnessed the loved one's death, last illness or who lives near their residence
- •the owner of the premises where the death occurred
- •the relative arranging the funeral with the funeral director or someone else who was present at the

Essential Contacts

Public Health T: 0344 225 4524 Email:phe.crc.eastmidlan ds@nhs.net	Infection Prevention & Control County Email: NNCCG.IPC@nhs.net City Email: ncp.ipct@nhs.net	Testing/swabbing Team T: 0300 300 3000 Email: nnccg.Covid19- testingcell@nhs.net	Enhanced Care Response Team (ECRT) Click link below sfh-tr.ecrt-midnotts- icp@nhs.net
Local Authority Quality and Market Management Teams County - Email: qmm@nottscc.gov.uk City - Email: CV19@nottinghamcity.gov.uk	<u>CCG</u> Quality Assurance Email: nnestccg.southnottspatients afety@nhs.net Quality Improvement (EHCH) Email: d.nussey@nhs.net	Recognising and Responding to Deterioration Email: empscdet@nottingham.ac.uk Email:michele.tuttle1@nhs.ne t	<u>Medications</u> <u>Management Team</u> <u>https://www.nottsapc.nhs.uk/covide 19/</u> Email: taniacook@nhs.net Em,ail: lisa.ryley@nhs.net Email: MACCG.NottsAPC@nhs.net
<u>Grief Line</u> 0800 111 445	Enhanced Health in Care Homes email Victoria.Place2@nhs.net	Gov.uk Click link below https://www.gov.uk/coron avirus	Notts Alliance Training Hub/Workforce support alliance.hub1@nhs.net Click link below https://www.nottstraining hub.nhs.uk/



Integrated Care System Nottingham & Nottinghamshire

<u>Nottingham City</u> <u>Website - Ask Lion</u>

Click link below www.asklion.co.uk/provi dercornercovid-19

Notts Help Yourself

Click link below

nttps://www.nottshelpyou rself.org.uk/kb5/nottingha mshire/directory/docume nt.page?id=lgc3gkzdlkc

Notts EOL web site

Click link below

https://nottinghamshire.e olcare.uk/

<u>Care Forum</u> <u>'We are all in this</u> <u>together'</u>

Click link below https://us02web.zoom.us/ webinar/register/WN_CNjl JyX-Sf6t_sugpWd5vg

<u>WhatsApp Group</u> <u>Covid-19 Care Group</u>

https://webapp.mobileappco. org/m/COVID19CARE/? appcode=COVID19CARE

Nottingham & Nottinghamshire System Support Pathways

City Care Homes Team

City care (city care homes only) can be contacted; Monday – Friday 8am-6pm - 0115 8834863 Weekend and Bank Holidays - 8am-6pm – 07827823465 Between 6pm and 8am everyday – Evening and night service 0115 8838151 or 0115 8838152

Call for Care Call for Care Tel: 01623 781899 (Mid Notts) Option 1 - Admission avoidance (2 hour response) Option 2 - End of Life and Palliative Care Option 3 - Planned Care (non-urgent referrals for all general health services) Call for Care Tel: 0300 0830 100 (South Notts) Option 1

NHS 111 - 9 * 6

- Offers care home and home care staff a direct line to a clinician who will be able to discuss any concerns you have for an individual in your care.
- The 9 *6 option bypasses the call handler algorithm to enable a less formal conversation.
- It is very helpful to NHS 111 9* 6 clinicians if you use SBARD to communicate the concern and have and all basic information to hand such as the persons date of birth, address, postcode, medications etc.
- If you are concerned about an individual you can contact NHS111 9 *6.



Hangover. Grazed knee. Scew Ihrout. Cough.

> Nottinghamshire Health Care Trust A-Z of services

https://www.nottingham shirehealthcare.nhs.uk/a -z-of-services



Integrated Care System Nottingham & Nottinghamshire

Feeling unwell? Choose the right service



NHS 111

Unsure? Confused? Need help?



Pharmacist

Diarrhoea. Runny Nose. Painful cough. Headache.



GP (Doctor

Unwell Vomiting Ear pain. Back ache



NHS Walk-in Services

If you cannot get to the GP and it is not getting any better.



A&E or 999

Choking Severe bleeding Chest park Blacking cut

Click link below

Nottingham City Care A-Z of services

Click link below

https://www.nottingham citycare.nhs.uk/find-aservice/

This toolkit has been created to be used as an aide memoire/quick reference guide for care home and home care staff managing Covid-19.

This guidance is not mandatory – its purpose is to support staff to deliver high quality care for individuals by bringing together best practice guidance and references to key documents to support practice all in one place.

This guide has been co-developed by Nottingham and Nottinghamshire Integrated Care System with contributions from; Nottingham and Nottinghamshire CCGs Nottinghamshire HealthCare Trust Nottingham City Care Nottinghamshire EOL Stakeholder Board Nottinghamshire GPs Nottingham University Hospitals Nottingham City Council Nottingham County Council Sherwood Forest Hospitals **ICS Clinical Leads** Care home and Home care providers Nottingham City and County LA Public Health Colleagues

This guidance was produced in response to the Covid-19 Pandemic. In this fast paced, continuously developing and changing situation, it is expected that best practice guidance will be updated frequently.

A good practice tip would be to keep an electronic file with this guidance and all the latest attachments for each of the focus areas available to staff to use as a reference guide to support Covid-19 EOL care and management.

This is a working document and further updates and co-design with sector experts will be made as required.

Quality Control the Covid-19 pandemic.

Information from reputable sources will include (but not limited to); Gov.uk. Patient Safety Collaborative/Academic Health Science networks. UK Resuscitation Council. Nottinghamshire Area Prescribing Committee. Public Health England and Local IPC teams. NHSE/I. ADASS. CQC. Local Authorities and TeamNet

The latest version will be shared as a minimum, weekly and will be version controlled with the latest date e.g V.280420.

The content may change to reflect the fluid position of today and the future.

Points of clarification/additional information gueries should be directed to Nottingham & Nottinghamshire CCG - nnestccg.southnottspatientsafety@nhs.net



The information provided within the toolkit will be reviewed and updated daily during

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