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Social and Health Services

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# INSTRUCTIONS FOR DISTRIBUTING FREE TREATMENT SUPPLIES AND EQUIPMENT

## GENERAL INFORMATION ON DISTRIBUTION OF FREE TREATMENT SUPPLIES AND EQUIPMENT

The prerequisite for distributing treatment supplies and equipment free-of-charge is a long-term illness that has been diagnosed on medical grounds and that the patient has had for a minimum of three months

Distribution of treatment supplies and equipment that are part of the treatment of the illness is carried out on the basis of instructions for distributing free treatment supplies and equipment. Healthcare professionals will monitor and assess the need for treatment supplies. The individually determined need for treatment supplies is recorded in each customer's treatment plan. Customers have the right to receive guidance and help in matters related to the use of the supplies from healthcare professionals.

In addition to the individual need of each customer and the assessment by a healthcare professional, the selection of treatment supplies and equipment is guided by the procurement legislation concerning tendering of treatment supplies and equipment. Primarily, customers are handed out products by companies that have been chosen as suppliers through a tendering process of treatment supplies in Espoo. In case the product selection is not suitable for the individual need of a customer, an appropriate alternative product will be sought.

The decision concerning treatment supplies is made by a doctor or another healthcare professional, who will give the patient a referral with regard to free treatment supplies and equipment.

The referral with regard to free treatment supplies and equipment shall contain the following information:

- medical cause, diagnosis
- product and estimated need
- signature by healthcare professional

As a rule, the amount of free treatment supplies given to a patient in one go is the amount they need in three to six (3–6) months. Information on the supplies handed out is recorded in the customer information system.

The treatment supplies and equipment are given free-of-charge.

The advisory maximum amounts of treatment supplies stated in the instructions for distribution of free treatment supplies and equipment can be diverged from based on doctor's referral in case an explicit medical/treatment-related cause justifies an increased amount of supplies. The referral needs to be assessed by Chief Physician, who will make the final decision on exceeding the maximum amount specified in the distribution instructions.

The following products, among others, are not included in the free-of-charge treatment supplies and equipment: medical preparations, saline, pastes, powders, sampling kits, sliding sheets, aprons, protective shields, disposable gloves, bed liners and products associated with normal personal hygiene / basic care, such as sanitary towels, washing creams, bibs, cotton wool etc.

The instructions for distributing treatment supplies and equipment can, according to decision by the Director of Health Services, be updated to correspond to up-to-date care guidelines.

**For further information, please contact the treatment supplies unit:**

**Tel. +358 (0)9 8164 2458, telephone hours on weekdays 9.00–11.00 a.m.**

Fax +358 (0)9 816 22061

Customers can place their order for the supplies via internet as soon as the referral has been submitted to the treatment supplies unit.

[Ordering treatment supplies](#)

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## 1. TREATMENT EQUIPMENT FOR DIABETIC PATIENTS

### 1.1. Insulin syringes and insulin pen needles

Using new injection equipment (needles and syringes) is recommended with each injection.

### 1.2. Insulin pens

Patients are given 1 reusable insulin pen per year each type of injectable insulin. In case an insulin pen is broken in normal use, it will be replaced with a new one. In case an insulin pen is lost or broken due to carelessness, customers shall acquire new ones themselves.

### 1.3. Insulin pump equipment

As a rule, customers acquire special equipment associated with insulin pumps (pump-specific special batteries, belts, bags) themselves.

Batteries for pumps are handed out based on a referral from specialist care.

#### 1.3.1. Sensors for diabetic patients using continuous monitoring insulin pumps

Diabetic children and adolescents, who are wearing a continuous monitoring insulin pump are given the necessary sensors based on a referral by doctor in specialist care (public healthcare). Adult patients are given sensors based on referral by doctors in specialist care of Espoo Diabetes Center.

Need for sensors and the amount needed are assessed once a year.

#### 1.3.2. Continuous blood glucose monitoring system type 1 diabetes

Need for a device for continuous blood glucose monitoring is evaluated according to the criteria agreed upon in specialist care or at Espoo Diabetes Center. Sensors are handed out at intervals of 3 months, 6+7+6+7 sensors / 12 months.

The system is intended for the following special groups:

- Diabetic patients with episodes of severe hypoglycaemia or tendency to problematic hypoglycaemia and with a need to continuous or frequent monitoring of glucose levels.
- Patients with type 1 diabetes, who are planning to get pregnant or are pregnant (as well as lactating patients) and who measure their blood glucose levels 8–10 times per day.
- Patients with type 1 diabetes who are afraid of hypoglycaemic and measure their blood glucose levels more than 6 times per day.
- Persons with an occupation that makes blood glucose measuring from fingertips difficult or with poor peripheral circulation. Such occupations include ones in which hands get dirty or ones that require good tactile sensitivity of fingertips (e.g. replacement workers on farms, car mechanics, musicians).
- Diabetic patients who are afraid of injections and who do not, due to their fear, monitor their blood glucose levels themselves.
- Children/adolescents (age under 25 years)
- Dialysis and organ transplant patients (6 months after transplantation).
- Persons with another long-term illness affecting glucose levels. Causes for this are, for instance, frequent infections, absorption problems and regimens of cortisone.
- As an alternative to periodic continuous monitoring

### 1.4. Blood glucose meters

Customers are given **one** basic model of blood glucose meter for use. In case a customer is using several different meters, they will be given test strips for one meter only. Blood glucose meters are handed out and replaced as needed.

As for the meter needs of child patients, an individual needs assessment is always carried out in specialist care, and the necessary meter/meters are provided according to it.

### 1.4.1. Test strips for measuring blood glucose levels

Self-monitoring brings no added benefits in case a customer has had diabetes (type 2) for more than a year, their HbA<sub>1c</sub> values are in accordance with target values and they are not taking medicines that predispose to hypoglycaemia.

<http://www.kaypahoito.fi/web/kh/suositukset/suositus?id=hoi50056> (in Finnish)

Based on an assessment by a healthcare professional and a referral, the customer will be given, should the situation require so (e.g. falling ill, elective procedure, surgery, pregnancy etc.), a self-monitoring device and test strips as free-of-charge treatment supplies.

#### Self-measuring of plasma glucose levels and need for test strips

Situation	Purpose	Measuring times	Targeted glucose level	Need of strips / week	Duration of need
<i>Long-term needs</i>					
Type 1 diabetes or intensified insulin treatment of type 2 diabetes	For observing changes in glucose balance	Pre- and post-meal measuring (before a meal and two hours after a meal) Measuring when going to bed and in the following morning	Increase of up to 2–3 mmol/l in connection of a meal Remains stable during the night	56	Permanent
Type 2 diabetes and basal insulin or treatment form predisposing to hypoglycaemia	For observing changes in glucose balance	Pre- and post-meal measuring Measuring when going to bed and in the following morning	Increase of up to 2–3 mmol/l in connection of a meal Remains stable during the night	21	Permanent
Type 2 diabetes and treatment form not predisposing to hypoglycaemia	For observing changes in glucose balance	Pre- and post-meal measuring Measuring when going to bed and in the following morning	Increase of up to 2–3 mmol/l in connection of a meal Remains stable during the night	10	Permanent
<i>Additional need</i>					
Exceptional situation in life	For detecting hyper- or hypoglycaemia	Pre- and post-meal measuring In connection with exercise When falling ill	Stable glucose level	28, need individual	Approx. 4 weeks

(Source: Diabetes, Käypä Hoito -suositus [Current care guideline], 7.2.2018)

### 1.4.2. Ketone body test strips

According to individual need to patients with type 1 diabetes as well as to children with severe epilepsy based on a referral by treating doctor in specialist care.

### 1.4.3. Device for blood sample collection

According to individual need

#### **1.4.4. Lancets for blood sampling**

A blood sampling lancet can be used 1-6 times or for 1-3 days in good conditions.

## **2. UROLOGICAL TREATMENT SUPPLIES AND EQUIPMENT**

### **2.1. Urinary catheters**

- disposable catheters 1-6 pcs / day
- dilatation catheter (for men) according to doctor's instructions
- indwelling catheters as needed
- special catheters according to individual need
- suprapubic catheter based on referral
- Cystofix supplies according to treatment plan

### **2.2. Urine collection bags**

- urine collection bag 1-3 pcs / week
- bag with strings as needed
- pyelostomy catheter bags, with filter 1-2 pcs / week
- adhesive tapes for pyelostomy catheter bags 1-2 pcs / week
- connector for pyelostomy catheter 1-2 pcs / week

### **2.3. Supplies for attaching urine collection bags**

- leg bag 1-4 pcs / year
- straps 1-4 pcs / year
- plastic urine collection bag holder for bed, as needed
- NOTE: leg bags and straps are not disposable, can be washed several times.

### **2.4. External urine collector**

- external urine collector (urinal, condom catheter) with straps or self-adhesive 1-3 pcs / day
- for those requiring intermittent catheterisation 1- 6 pcs / day

### **2.5. Incontinence products**

#### **2.5.1. Incontinence pads**

Incontinence pads are given to persons, who are over 4 years old and have been diagnosed with an organic long-term illness or developmental disability. The pads are used for daily and continuous wetting caused by a diagnosed illness (for those diagnosed with moderate or severe urinary incontinence).

- For chronically ill patients who need incontinence pads due to, for example:
- Primary neurological disease affecting the bladder. Developmental disability that causes incontinence (the referral must clearly specify the mechanism of incontinence). A condition that disrupts the functioning of the spinal cord. Bladder dysfunction caused by medical treatment. Hospice care patients living at home.

There are three severity grades of urinary incontinence. The diagnosis and grade of incontinence are determined on the basis of patient history and clinical test results.

#### **GRADE 1 MILD**

Loss of urine is rare and occurs on exertion. Customers acquire the pads themselves.

#### **GRADE 2 MODERATE**

In moderate incontinence, loss of urine is frequent, and the amount is approx. 1.5 dl at a time.

### GRADE 3 SEVERE

Loss of urine during rest = full incontinence

Incontinence pads can be given as free-of-charge treatment supplies for patients with moderate to severe incontinence. The number of pads handed out is 1-5 pads / day and, if necessary, 5 pairs of elastic supporting briefs / 3 months, however, taking into consideration the individual need of the patient.

#### 2.5.2. Incontinence panties

Incontinence panties are given to customers to support their independent management in the toilet on the basis of diagnoses given in the referral. The amount of incontinence panties given is 1-3 pairs / day based on separate individual deliberation by distribution of treatment supplies.

### 3. FECAL INCONTINENCE

- anal tampon 20 pcs / month
- faecal incontinence examined and diagnosed by a doctor

Note! Use of anal tampons is usually initiated in specialist care.

### 4. OSTOMY CARE SUPPLIES / EQUIPMENT

#### 4.1. Enterostomy supplies

- ostomy bag, closed 3 pcs / day
- ostomy bag, reusable 2-5 pcs / week
- ostomy cover (so-called sauna bag) 1-4 pcs / week
- ostomy faceplate 1-4 pcs / week
- ostomy cap, 1-part 1 pc / day

#### 4.2. Urostomy supplies

- urostomy bag 7 pcs / week
- faceplate 3-7 pcs / week

#### 4.3. Other ostomy supplies

- protective paste max. 2 tubes / month
- protective spray for skin as needed
- wipes and material for glue removal according to referral
- powder as needed, in combination with paste
- protective paste ring in connection with faceplate replacement
- Convex ring in connection with faceplate replacement
- stopper 1 pc / week
- ostomy belt 3-4 pcs / year
- rinsing bag 2 pcs / year
- rinsing tip 4 pcs / year

Exception:

- Patients with ileostomy may need to use a larger number of faceplates and bags.

### 5. GASTROSTOMY SUPPLIES

Are handed out customer-specifically according to referral from specialist care.

The following products are not included in the free-of-charge treatment supplies and equipment: medical preparations, saline, apron, protective shield, protective gloves as well as bibs, cotton wool etc.

## **6. TRACHEOSTOMY SUPPLIES**

Are handed out customer-specifically according to referral from specialist care.

The following products are not included in the free-of-charge treatment supplies and equipment: medical preparations, saline, apron, protective shield, protective gloves as well as bibs and cotton wool etc.

## **7. OTHER CATHETERS**

- ileostomy suction catheter according to referral
- suction catheter, different sizes according to referral
- suction pouches and suction tubes according to referral

## **8. OXYGEN CONCENTRATOR AND OXYGEN CYLINDER**

Oxygen treatment is initiated in specialist care and an oxygen concentrator will also be lent from there.

- In case a person needs oxygen outside home, they rent an oxygen cylinder; for this, a doctor's certificate is needed.
- Customers buy medicinal oxygen themselves and are reimbursed for it by Kela. For the reimbursement customers will need to fill in a special Kela form and enclose a doctor's certificate with it, showing that oxygen treatment has been prescribed to them, as well as receipts for the associated costs.

## **9. PAIN MANAGEMENT SUPPLIES**

Needles and syringes needed for drug administration by patient-controlled analgesia pump

## **10. SUPPLIES FOR DETECTION OF INR VALUE**

Strips and lancets are given for monitoring of anticoagulant treatment in children.

## **11. MAINTENANCE SUPPLIES FOR CENTRAL VENOUS CATHETER**

Are issued customer-specifically. Sterile swabs and skin protection plates to be used at the base of a cannula and for cleaning as needed. Also, sterile wound film dressings for fastening the cannula can be handed out as needed.

The following products are not included in the free-of-charge treatment supplies and equipment: medical preparations, saline, apron, protective shield, protective gloves as well as bibs, cotton wool etc.

## **12. OTHER TREATMENT SUPPLIES AND EQUIPMENT**

Protective gloves are given to patients with cancer, rheumatoid arthritis and multiple sclerosis who also receive needles and syringes.

Syringes and needles needed for feeding and medication of premature babies are handed out.

## **13. WOUND TREATMENT SUPPLIES**

For treating a persistent wound (over 3 months) at home, patients will be given wound treatment supplies that are mentioned in their treatment plan from health care centre / home care services.

In case a patient is undergoing negative pressure wound therapy, the wound is classified as persistent. The therapy is paid for by the patient's health care centre / home care services.

The following products are not included in the free-of-charge treatment supplies and equipment: medical preparations, saline, apron, protective shield, protective gloves as well as bibs, cotton wool etc.