

CONDITIONS OF LOAN

Our wheelchairs are used around the hospital as well as in patient's homes. Therefore, would you please observe the following points when borrowing a wheelchair.

- 1) the wheelchair is handled with care at all times
- 2) the wheelchair is **not** used over rough or muddy ground as far as possible
- 3) the wheelchair is returned in a clean condition, ie, with wheels washed
- 4) the wheelchair is **returned within/by the end of the agreed loan period**
- 5) the seatbelt, where fitted, is used at all times

Please Note

- **the person borrowing the chair will be responsible for paying for any damage or loss incurred.**
- if the wheelchair develops a fault, or you require further advice on its use, please contact the Occupational Therapy Department on one of the numbers below.

Contact numbers:

Telephone: (01935) 475122 Ext 4389

Direct Line: (01935) 384389

Answerphone: (01935) 384215

WHEELCHAIR USER GUIDELINES



Occupational Therapy Department

INTRODUCTION

This wheelchair is loaned to you in a clean condition by the Occupational Therapy Department on behalf of the East Somerset NHS Trust. It has been maintained and checked for safe use.

Chairs are either occupant or attendant controlled. They are suitable for indoor and outdoor use and can be folded for carrying in most vehicles.

Please read the user information that follows to familiarise yourself with the safe use of the chair and its accessories.

If the chair is accidentally damaged, or a problem occurs, while you are using your wheelchair, please notify us immediately.

SAFETY GUIDELINES WHEN USING A WHEELCHAIR

- ❑ to prevent injury, ensure that your legs, feet and arms are in a safe position and that your fingers cannot be caught in the chair wheels
- ❑ tuck in any loose clothes or rugs/material before moving off
- ❑ wear the seatbelt, ensuring it is correctly adjusted
- ❑ ensure the user is familiar with the seat belt operation
- ❑ use both hands to ensure safe control
- ❑ move chair carefully, avoid rushing and turning quickly
- ❑ be observant, avoid hazards such as pedestrians, pot holes, soft ground, kerbs
- ❑ never tip the chair forward or too far back
- ❑ do not lift the chair by the arm rests or any other detachable part
- ❑ always apply the brakes when waiting or resting, transferring or lifting and when leaving the chair unattended
- ❑ make sure footrests are securely fixed in position when the chair is in use; swing them out to the side when getting in or out of the chair

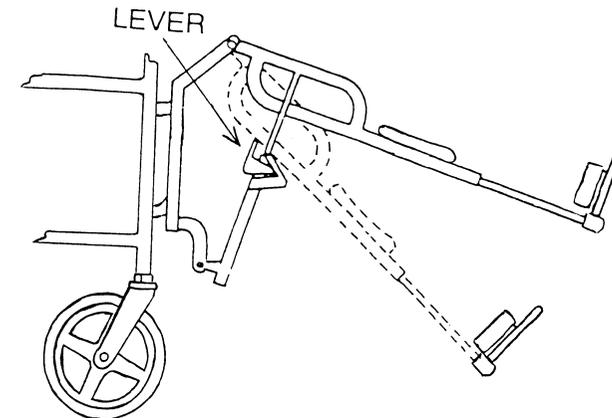
LEG REST EXTENSIONS

Leg rest extensions support the whole leg in the desired position,. They replace the footplate assemblies.

After removing the footplate assembly (see previous section), attach/remove the leg rest extension by the same method.

To raise leg rest simply lift to the desired position where it will lock automatically.

To lower the leg rest, press the locking lever and lower the leg rest to the desired position, then release.



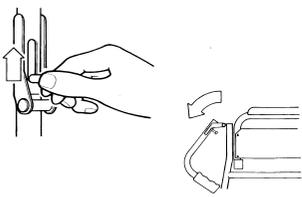
STOWING THE CHAIR IN A CAR BOOT

Firmly apply the brakes on the chair. Remove all accessories (armrests, footplate assemblies, cushions).

Fold the chair and lower the back rest. Lift the chair by its frame and fix securely in the boot of the car (when lifting the chair into the car, be careful to keep a straight back with knees bent). We advise that 2 people should lift the chair.

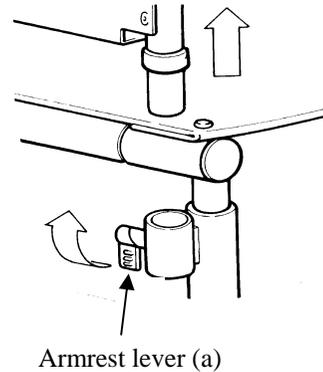
Folding Backrest

Grip the two small levers on the tubes of the backrest and slide them upwards. The backrest can then be folded down. Ensure that the backrest is relocated correctly and that the levers have clicked into position before sitting in the wheelchair.



Side Panels

The side panels can be removed for sideways transfers by turning the lever (a) upwards. At the same time, hold the armrest at the centre and lift it out of its socket.

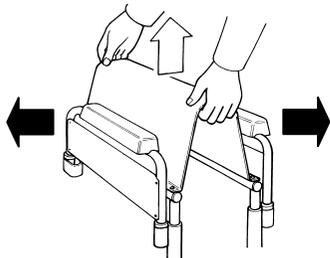


To replace the armrest, place it back into its sockets and press down until it clicks into position.

Folding or unfolding a wheelchair

To fold the chair

1. Turn the footplates upwards and rotate the footplate assembly Outwards or remove (see previous page)
2. Pull upwards on the seat canvas or close the push handles together.

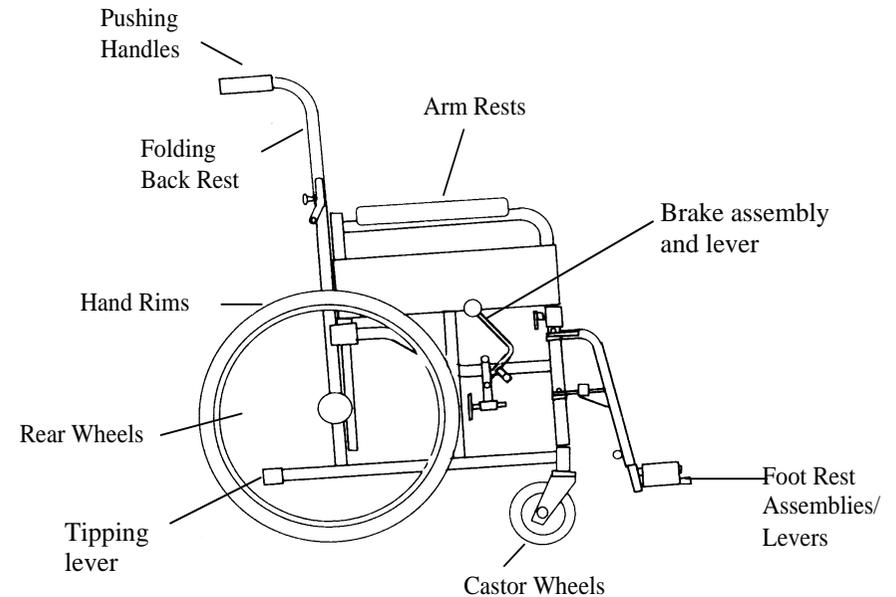


To open the wheelchair

Hold the armrests or push handles and push them apart. This movement can be aided by light downward pressure on the seat sides. Replace the footplate assemblies.

MAIN FEATURES OF THE WHEELCHAIR

- pushing handle
- folding back rest
- hand rims
- tipping lever
- brake assembly & levers
- rear wheels
- castor wheels
- foot rest assemblies/levers
- arm rests
- safety strap/belt



NB: Your chair may vary slightly from the example shown

ATTENDANT CONTROLLED WHEELCHAIRS

These chairs provide mobility for people who cannot propel themselves and require someone to push the wheelchair for them.

Negotiating Kerbs

- To raise the chair over a kerb (from road to pavement) the attendant should push down with one foot on either the left or the right tipping lever (situated between the rear wheels) and at the same time tip the push handles back wards. This combined action will lift the front castor wheels off the ground so that the chair can be rolled forwards in order to lower the castors onto the higher level. Further movement forwards will allow the rear wheels to ride up over the kerb.
- To lower the chair down the kerb, the chair should be tipped slightly back using the push handles and tipping lever/s. The chair can then be slowly eased forwards over the kerb in this position. Finally, lower the chair until the castor wheels make contact with the ground.

We advise you NOT to try to negotiate flights of steps/stairs

OCCUPANT CONTROLLED WHEELCHAIRS

These chairs provide mobility for people who have the ability to propel themselves using the hand rims attached to the rear wheels.

Guidelines

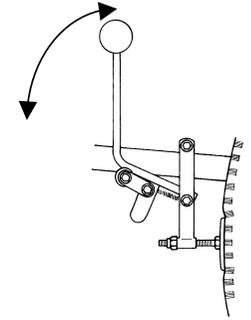
- to move forward, release the brakes, grasp the hand rims and push/rotate them forward together
- to move backwards, follow the same procedure, but pull/rotate the hand rims backwards
- to move to the left, hold the left hand rim/wheel steady and push/rotate the right hand rim forwards
- to achieve a tight turn, rotate the hand rims in opposite directions

ALWAYS BE AWARE OF, AND FOLLOW, SAFETY GUIDELINES

Brakes

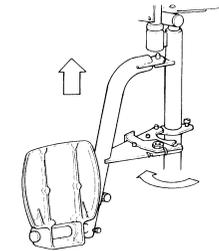
To apply the brakes, move the lever to the forward position.

To release the brakes, move the lever to the rear position.



Footplates

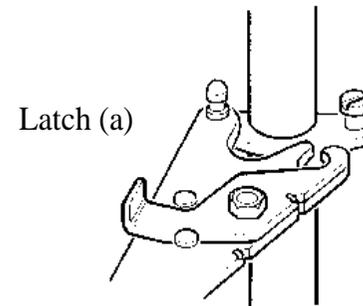
The footplates are hinged and can be pushed up from the horizontal to the vertical position to allow easy access.



To remove the footplate assembly

The footplate assemblies are kept in position by a spring loaded latch.

To remove the footplate assembly, move the latch (a) outwards against the spring pressure to release the latch and swing the footplate assembly away from the chair. If required, the assembly can then be lifted from the pivot studs.



To replace the footrest assembly, put the footrest onto the pivot points of the chair frame and swing the footrests inwards until the latch (a) engages into its locked position.