Transporting Your Wheelchair

Where possible ask for assistance

- It is recommended that any detachable parts are removed before lifting the wheelchair.

- The folded wheelchair (with armrests and footrests detached, if applicable) should be placed close to and parallel with the car boot.

- The person should grip convenient fixed parts of the wheelchair, one hand well forward and the other well back.

- Keeping their back straight the person should bend hips and knees, straighten their legs and lift up the chair (vertically) and balance it on the edge of the boot.

- With the weight taken by the wheels resting on the edge of the boot, the chair should be tilted towards the person; when nearly horizontal, it can be slid into the boot.

After removing the wheelchair from the luggage area

- Check that the wheelchair has not been damaged during the transportation for example by other unsecured luggage or objects falling onto the wheelchair or by impact damage.

- Ensure that any detachable parts removed are replaced when the wheelchair is put back into use.
USEFUL INFORMATION

Occupational Therapy
Wheelchair Service
Queens Building
Musgrove Park Hospital
Taunton
Somerset
TA1 5DA

Telephone Helpline 01823 342234
Fax 01823 343844

Opening Hours
Monday to Friday 8.30am – 4.30pm

Your wheelchair No: ____________

Has passed the Crash Test for use in vehicles.*

Has not been crash tested for use in vehicles.*

*Delete as appropriate

Getting up a Kerb – Second method

• The wheelchair should be turned around so that the back wheels are against the kerb;

• The attendant should hold the wheelchair push handles firmly and push down with one foot on the tipping lever, tipping the wheelchair backwards balancing it on the large wheels;

• Using the attendant’s body weight, they should then pull the wheelchair over the kerb and up onto the pavement.

Getting down a Kerb

• The wheelchair castors should be taken to the edge of the kerb.

• The attendant should hold the wheelchair push handles firmly and push down with one foot on the tipping lever, tipping the wheelchair backwards, balancing it on the large wheels.

• The large wheels should be taken to the edge of the kerb.

• The wheelchair should be lowered slowly down the kerb on its back wheels before the castors are lowered gently down onto the ground.
Getting Up and Down Kerbs

Getting up a Kerb – First method

• The wheelchair footplates (or, if longer, the user’s feet) should be taken to the edge of the kerb;

• The pusher should hold the wheelchair handles, push firmly and tilt the chair back, use one foot on the tipping lever to assist and carefully tilt the wheelchair backwards

• The wheelchair should be brought forward until the back of the wheels touch the kerb;

• The front wheels should be lowered down on the path;

• With the push handles held firmly the attendant should lift and push the wheelchair forward.
TERMS AND CONDITIONS OF YOUR WHEELCHAIR LOAN

This Wheelchair is on short term loan.

1. It must be returned, with all removable parts to the Wheelchair Service, Occupational Therapy Department, Queens Building at Musgrove Park Hospital, by the agreed date.

2. You may be invoiced if you fail to return it on time.

3. There is no collection service but if you are in difficulty contact us before the due date.

4. Treat the wheelchair with respect. Repairs will be carried out free of charge if it has not been misused or neglected.

5. If you have problems contact the helpline 01823 342234.

Removing / Raising / Lowering Elevating Leg Rests

To Remove

Pull the lever outwards
Footplate then swings outwards and lifts off. Replacement is a reversal of this procedure.

To Raise

Lift the leg rest at the footplate end. It will lock in any position on its own.

To Lower

Support the weight of the leg, press lever down and lower leg rest. Release lever at correct height.
Removing/Replacing the Armrests (if fitted)

To Remove:
Turn the lever or press the button and at the same time hold the armrest at the centre and lift it out of the sockets.

To Replace:
Put armrest tubes into sockets, press button if fitted and push down until it clicks into place.

Removing/Replacing the Footrest
Do not use your wheelchair without footplates

Pull the lever outwards, the Footplate then swings outwards and lifts off. Replacement is a reversal of this procedure.

SAFETY WARNING (read with care)

1. Check with your Occupational Therapist if you are not sure about using your wheelchair.
2. The therapist will show you how to get in and out of your wheelchair. Always use that method.
3. Always apply the brakes when the wheelchair is static, when it is waiting or resting, unattended or the user is getting in or out of the wheelchair.
4. Inflatable tyres must be kept pumped up hard or the brakes will fail.
5. Don’t leave a child or vulnerable person unattended when using the wheelchair.
6. The wheelchair should be pushed by a responsible adult.
7. Use the footplates unless told not to do so.
8. Don’t tip the wheelchair forwards or too far back.
9. The wheelchair must only be used by the person to whom it was issued.
10. Take extra care in bad weather, snow, ice, mud etc, to avoid accidents.
Detailed Instructions for using the wheelchair safely

Your wheelchair may vary in some detail to the illustrations. The principles remain the same for all wheelchairs.

Your Therapist will have given you a full explanation of the use of your wheelchair, to include:

Getting in and out of the wheelchair
Put both brakes on, lift the footplates up and swing them aside. Remove the side panel if necessary.

Pushing the wheelchair
Maintain good posture and use both hands to ensure safe control and balance.

Reaching an object from the wheelchair
Only the arms should be extended beyond the seat of the wheelchair. The body and head should remain within the boundaries of the seat.

Tyres
Your wheelchair is likely to have solid tyres which require no attention. If your wheelchair has pneumatic tyres (your therapist will explain), they need to be pumped up hard. A car foot pump can be used (60lb or 4.15 bar maximum) or we can provide a hand pump.

Unfolding the Wheelchair
To unfold the wheelchair, pull the padded arm rests outwards until there is room to push down on the sides of the seat canvas. Keep fingers inwards, NOT between the frame and the seat.

Do not force open a wheelchair. If you have a wheelchair with a reclining back, or you have to fit a stretcher bar or handlebar, these must be fitted and adjusted before using the wheelchair.

Folding the Wheelchair
If the wheelchair has a bar across the handles this must be removed first. Turn the footplates to the upright position or remove them. Remove any cushions, grip the middle of the seat canvas at the front and back and pull upwards.
**Folding the Backrest**

Lift the levers to the tops of the slots (one each side). The backrest will now fold. When returning the backrest to its original position, the levers must end up in the bottom of the slots.

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**Brakes**

The brakes must be able to hold the wheelchair still on slopes. If you are in doubt about the efficiency of the brakes, call the helpline telephone number: 01823 342234.

ALWAYS USE the brakes when:
- Waiting or resting.
- Getting in and out of the wheelchair.
- Leaving the wheelchair unattended.

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**Carer-operated Brakes**

When braking when moving, squeeze both brake handles upwards and the brake will be applied.

If locks are fitted, squeeze the handle and move the lock catch (A) upwards.

Then release the handle. To release the brakes, squeeze the handle and the lock catch will release automatically.

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**Seat Belt Adjustment**

Always adjust the seat belt to suit the person using the wheelchair. It must be adjusted so that the buckle is in the centre of the seat, towards the front.

The angle of the belt should be 45° and allow the flat of the hand to be placed between the belt and the user.

Fasten by pushing the male buckle into the female buckle.

Release belt by pressing exposed sides of male buckle and squeeze towards centre whilst gently pulling apart.
Returning the wheelchair

If you are unable to return the wheelchair to Musgrove Park Hospital, Taunton, you may take it to your local hospital where it will be forwarded on to us. If necessary, phone the Helpline for advice – 01823 342234.

When returning, ask a member of staff to complete and sign the receipt, detach and retain as proof of return.

Please attach this label securely to the wheelchair.

Please return to:
Wheelchair Service
Occupational Therapy
Queens Building
Muschgrove Park Hospital
Taunton TA1 5DA

... or return via your local hospital e.g.
Bridgwater/Glastonbury/Minehead