

SOP – Wheelchair Use

Prior to working with the wheelchair these instructions must be read



Teachers to carry whistle or to wear Madonna mics to aid communication



Teachers to carry phones to call the centre to report dogs to council

Wheelchair procedure before every use

1. Check the straps are suitably tightened and that the buckles are fastened (see operating instructions) *Adjusting the harness – pull on the buckles at the ends of the harness straps to tighten them.*
2. Chair occupant must be pushed exclusively by capable adults to ensure safety
3. A helper maybe required for crossing soft sand or entering into the water (a pull cord is attached to assist)

Wheelchair procedure for students and visiting teacher

Assembling the Headrest

1. **Multi position Adjustment :**
2. Begin by loosening the 3 butterfly screws, after positioning the headrest pad in the correct position (in contact with the head). Immediately tighten the butterfly screws.
3. Lower butterfly screw: Height + rotation adjustment
4. Central butterfly screw: forward-backwards adjustment
5. Upper butterfly screw: forwards-backwards adjustment
6. **Verification:** the butterfly screws have to be correctly tightened, and the headrest has to be stable.



Maintenance

1. Daily hosing sand off and dry prior to storage

RISKS: Chair not adjusted correctly for student.
Student weight causes staff health issue
Student and chair left unattended

Date reviewed: 26 October 2020