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\* ADDENDUM \*  
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## HACKETTETSTOWN REGIONAL MEDICAL CENTER

Division of Nursing

Index: 8620.000  
Addendum: #23  
Issue Date: March 1, 1990  
Review Date: May, 2005  
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TITLE: **PROPER HANDLING OF WHEELCHAIR**

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Volunteers are **never** to get a patient out of bed and into a wheelchair alone. The nurse or paid aide must do this. This is too great a responsibility for a **volunteer**. You may injure the patient or yourself. You **may** assist the nurse or aid in putting a patient in a chair, but you are not to do this alone or with another volunteer.

You **may** assist a patient into the chair if the patient is ambulatory and therefore able to help himself into the chair.

**WHEN PUTTING THE PATIENT INTO THE CHAIR, BE SURE TO:**

1. Put brake on so the chair will not slip or roll back.
2. Put foot pedals **up** and leg rests **down**. This is so the patient can get into the chair easily and without tipping it over.
3. Put foot pedals down and patient's foot on pedals when patient is in the chair.
4. Use safety belts when available.
5. Disengage brake and take patient to designated area.

**WHEN TAKING PATIENT OUT OF CHAIR:** (You may do this only when patient is ambulatory and able to help himself)

1. Put on brake (alert you patient not to step on foot pedals or chair will tip over).
2. Be sure that leg rests are **down**.
3. Put foot pedals **up**.
4. Help patient out of chair.

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**WHEN PUSHING WHEELCHAIR:**

1. Be sure patient's feet are on foot pedals.
2. Do not push too fast or the patient will fall forward.
3. Never leave your patient unattended in wheelchair.
4. When entering elevator, turn wheelchair around so the large wheels (back wheels) go in first.

**SPECIAL NOTE REGARDING DISCHARGING PATIENTS:**

Patients are discharged through the Emergency Room door on the second floor. Keep a tight grip on the wheelchair and put the brake on **before** patient gets up. The sidewalk is slanted downward and chair can roll into care very easily. If patient cannot stand and get into care along, get a staff member to help.