

MAKING OR CHANGING A SERVICE USERS BED

1.0 Scope

1.1 The actions required to make / change a Service User's bed.

2.0 Aims and Values

2.1 To make / change a Service User's bed in a safe, comfortable and effective manner.

2.2 To ensure that the Service User's choice is respected as part of their Service User's Plan.

3.0 Contents

6.0 Making and changing (an unoccupied) Service User's bed.

7.0 Making a bed when it is occupied.

8.0 What Home Care Staff should do if problems arise.

4.0 Referenced Documents

DC-009 Communication Record Sheet.

DC-047 Risk Assessment Form - Moving and Handling.

DC-054 Service User's Plan, containing:
Household Safety Hazard Checklist.

5.0 Responsibilities

Management, all Home Care Staff and the Service User.

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6.0 MAKING AND CHANGING (AN UNOCCUPIED) SERVICE USER'S BED

- 6.1 Check the Service User's Plan, DC-054, to establish the task to be undertaken.
- 6.2 Establish with the Service User, their choice on how the task is to be undertaken.
- 6.3 Establish that the environment is safe to carry out task referring to the Household Safety Hazard Checklist and the Risk Assessment Form - Moving and Handling, DC-047, in the Service User's Plan, DC-054.
- 6.4 Establish if bed needs making or changing.

To make a Bed

- 6.5 Smooth bottom sheet and visually check any additional special equipment i.e. Kylie's, special mattresses, etc., and ensure the Service User is comfortable.
- 6.6 Shake pillows.
- 6.7 Tuck in sheets if Service User requests.
- 6.8 Replace blankets / duvet / electric over blanket.

Changing a Bed

- 6.9 If bed linen needs changing, check availability and condition of clean linen.
- 6.10 Strip bed completely, check mattress and any equipment is in good order. **DO NOT TURN MATTRESS** unless specified in the Service User's Plan, DC-054, following the Risk Assessment Form - Moving and Handling, DC-047.
- 6.11 Follow procedures 6.3 – 6.8.
- 6.12 Place used linen in laundry bin or in appropriate bags.

7.0 MAKING OR CHANGING A BED WHEN IT IS OCCUPIED

- 7.1 Check the Service User's Plan, DC-054, and Risk Assessment Form - Moving and Handling, DC-047, to establish task to be undertaken.
- 7.2 Follow procedures 6.2 – 6.12.

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8.0 WHAT HOME CARE STAFF SHOULD DO IF PROBLEMS ARISE

- There is no risk assessment for this task.
Contact Home Care Co-ordinator for advice.
- There is no clean linen.
Discuss with the Service User and contact the Home Care Co-ordinator.
- The bed is wet, soiled or fouled.
Follow procedures 6.9 – 6.12.
- One side of the bed is inaccessible.
If the bed is on rolling castors it can be moved to ensure access either side. If it is not on rolling castors, kneel on the bed and tuck bedding down the side.
- The electric blanket or special equipment is faulty.
Remove the blanket from the bed, do not use, discuss with the Service User, report in the Service User's Plan, DC-054, and inform the Home Care Co-ordinator.
- The bed or mattress is damaged.
Discuss with the Service User, record in the Service User's Plan, DC-054, contact The Home Care Co-ordinator for further instructions

Remember to record all actions undertaken on the Communication Record Sheet, DC-009, within the Service User's Plan, DC-054.

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