

PHYSIOTHERAPY CYCLE AND SCOOTER LOAN - CHW PROCEDURE[®]

DOCUMENT SUMMARY/KEY POINTS

- This procedure has been created to ensure optimum patient and equipment safety.
- The equipment must be appropriately fitted to patient.
- The therapist must ensure the patient's safety in using chosen cycle/ scooter.
- A safety helmet must be worn at all times.
- Appropriate footwear must be worn
- The therapist must ensure that the patient and the guardian are aware of the rules and the consequence of not complying with rules of loan.
- Parents must sign a consent form before the loan
- The equipment must be cleaned and checked for damage upon return.

CHANGE SUMMARY

- Due for mandatory review – minor changes made to existing document and appendix.

READ ACKNOWLEDGEMENT

- All physiotherapy staff at CHW are to read and acknowledge they understand the contents of this document.

This document reflects what is currently regarded as safe practice. However, as in any clinical situation, there may be factors which cannot be covered by a single set of guidelines. This document does not replace the need for the application of clinical judgement to each individual presentation.

Approved by:	SCHN Policy, Procedure and Guideline Committee	
Date Effective:	1 st July 2018	Review Period: 3 years
Team Leader:	Department Head	Area/Dept: CHW Physiotherapy

Purpose

This procedure has been created to ensure patient and equipment safety in relation to Cycle and Scooter loan at the Children's Hospital at Westmead.

- The equipment must be appropriately fitted to patient.
- The therapist must ensure the patient's safety in using chosen cycle/ scooter.
- A safety helmet must be worn at all times.
- Appropriate footwear must be worn
- The therapist must ensure that the patient and carer are aware of the rules and the consequence of not complying with rules of loan.
- Carer must sign a consent form before the loan
- The equipment must be cleaned and checked for damage upon return.

Procedure

1. Fit an appropriate sized cycle/scooter and helmet to the patient
2. Helmets must be worn **at all times** whilst on hospital grounds.
3. Fill in an 'equipment label' and place in the inpatient 'equipment loan holder'.
4. The physiotherapist should ensure the patient's safety in mounting and dismounting chosen cycle/scooter.
5. The physiotherapist should ensure the patient's safety in riding the cycle/scooter.
6. The physiotherapist should ensure the patient has appropriate footwear.
7. The physiotherapist should ensure that the patient and carer are aware of the rules for cycle and scooter loan (see Appendix 1). Failure to comply with the aforementioned rules will result in the loan of the cycle/scooter being revoked.
8. Obtain a signed 'Agreement Form' from the patient's carer (refer to Appendix 2). If the child is aged 14 years or older, also obtain a signed agreement form from the patient. Document in the medical records completion of the agreement form and give a copy of the form to the parent/guardian.
9. If the cycle/scooter is loaned to an outpatient, fill out the relevant outpatient equipment loan forms and complete payment to the Appliance Centre. In this instance, the family must supply their own helmet. Helmets are **not** for outpatient loan.
10. When returning the cycle/scooter to the department the loaning physiotherapist must:
 - Clean the cycle / scooter and helmet and check for any damage.
 - Organise for servicing by maintenance department if required.
 - Re-attach the equipment label.
 - Return the cycle / scooter and helmet to the storeroom.

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Appendix 1

Rules for Cycle & Scooter Loan

The cycle/scooter:

- Is not for routine use over the weekend*. The clinical physiotherapist may approve weekend loan under special circumstances.
- Must not be ridden on ramps unless under the supervision of a physiotherapist.
- Must not be taken outside of the hospital grounds, but can be ridden indoors or outdoors on hospital grounds.
- Must be used by one patient only, and is not to be shared between patients (due to infection control and safe set up).
- Must not be used by visitors and/or friends.
- Must only be used by one person at a time, *at all times*.
- Must be used in a safe and responsible manner considering speed, corners, and crowded areas.
- Appropriate footwear must be worn

Please note:

*It is the loaning physiotherapist's responsibility to obtain cycle/scooter back by 4.00pm on the last working day prior to the weekend.

Appendix 2

Agreement for Loan of Physiotherapy Cycles & Scooters

I _____ (carer) of _____ (patient)

agree to the following conditions for cycle/scooter loan.

The cycle/scooter:

- Must be used by one patient only, and is not to be shared between patients (due to infection control and safe set up).
- Must not be used by visitors and/or friends.
- Must only be used by one person at a time, *at all times*.
- Must be used in a safe and responsible manner considering speed, corners, and crowded areas.
- Must not be ridden on ramps or steep inclines unless under the supervision of a physiotherapist.
- Appropriate footwear must be worn

For inpatients:

- Is not for routine use over the weekend. The clinical physiotherapist may approve weekend loan under special circumstances.
- Must not be taken outside of the hospital grounds.

For outpatients:

- Must provide own well-fitting helmet to be worn at all times

I understand that a safety helmet must be worn ***at all times***.

I will provide appropriate supervision and/or assistance, as discussed with my physiotherapist, at all times

I understand that if these rules are not complied with the loan of the cycle/scooter will be revoked.

Signature of carer

Signature of therapist

Date: _____

Appendix 3

Agreement for Loan of Physiotherapy Cycles & Scooters for children 14 years and over

I _____ (patient) agree to the following conditions for cycle/ scooter loan.

The cycle/scooter:

- Must be used by one patient only, and is not to be shared between patients (due to infection control and safe set up).
- Must not be used by visitors and/or friends.
- Must only be used by one person at a time, *at all times*.
- Must be used in a safe and responsible manner considering speed, corners, and crowded areas.
- Must not be ridden on ramps or steep inclines unless under the supervision of a physiotherapist.
- Appropriate footwear must be worn

For inpatients:

- Is not for routine use over the weekend. The clinical physiotherapist may approve weekend loan under special circumstances.
- Must not be taken outside of the hospital grounds.

For outpatients:

- Must provide own well-fitting helmet to be worn at all times

I understand that a safety helmet must be worn ***at all times***.

I will provide appropriate supervision and/or assistance, as discussed with my physiotherapist, at all times

I understand that if these rules are not complied with the loan of the cycle/scooter will be revoked.

Signature of patient

Signature of therapist

Date: _____