

# SKI SHEET <sup>CE</sup>

## User Guide

*Note: This guide is not a training manual. It has been designed to assist personnel in the safe use of the SKI Sheet and needs to be assessed in line with the manual handling and cross infection policies in place within your organisation. Any manual handling techniques used within this information are merely suggested methods to move non ambulant persons in an emergency. It is accepted that there may be other more appropriate alternatives on some occasions and within slightly different environments.*

### **Fitting the Ski Sheet to the mattress**

Simply remove the mattress and lay the Ski Sheet on the base of the bed with the white label facing up. Unfasten the safety buckles, concertina the belts and stow them away in the easily accessible pockets - these can be located on the long side of the Ski Sheet, next to the corner elastics.

The mattress can then be placed back on top and the Ski Sheet securely attached to it using the elastic corner loops. Adjust the sheet for a snug fit and tuck in the end pulling handles - located at the head and foot end, before finally making the bed in the normal way. A correctly fitted Ski Sheet should not interfere with bed making in any way.

*There it stays, securely fixed to the underside of the mattress, ready for instant use.*

### **Preparing the Ski Sheet for use**

It is recommended that a minimum of two members of staff work together through out an evacuation scenario. If time allows, always work with the bed at a comfortable height.

To prepare the patient for evacuation, firstly remove their pillows and put to one side for later use and wrap them in their bedding – this will help ensure they are kept warm during the process.

Place the pillows across the chest and leg area and if there are enough available one under the head for extra comfort – although this is not necessary if unavailable as the patients head will be protected by the mattress.

Working in pairs, remove the cross straps from the corner pockets, fasten over the patient and tighten. They should be comfortable for the patient, but tight enough to form a slight U shape with the mattress. This will cocoon the patient, reduce the area of friction when pulling, and prevent the patient sliding.

Remove the pulling handles from the head and foot end of the bed and set it to its lowest position.

*The patient is now ready to be transferred off the bed.*



## ***Bed Transfers***

Various methods of taking the patient off the bed can be used. Please consult your Moving and Handling department to ascertain the correct method of transfer for your own, specific environment.

### ***Bed Transfer method 1***

If the type of bed and space allows, the bed can be tilted up from the head end and the patient can be taken off the bed from the foot end.

To perform this firstly ensure that the bed is at its lowest position and remove the detachable foot end of the bed. The bed can then be tilted from the head end and with at least one carer at each end of the Ski Sheet, the patient can be taken off the foot end of the bed to the ground using the end pulling handles, in a slow, controlled manner, ensuring the patient's head is protected throughout.



### ***Bed Transfer method 2***

If it is not possible to transfer off the bed from the foot end, then a transfer from the side will need to be performed.

To do this, firstly lower the bed to its lowest position. With a carer at each end of the Ski Sheet, holding the end pulling handles, manoeuvre the Sheet into position so that the patient lays across the bed ready to be guided to the floor. The person at the head end keeps the straps short and starts to move backwards allowing the Ski Sheet to touch the floor. The foot end operator allows the straps to move through their hands controlling the descent of the Ski Sheet onto the floor.

Once off the bed, the patient is ready to be moved to an area of safety.

### ***Moving across the floor***

Once the Ski Sheet and mattress are on the floor, both operators should pull it from the same end. If doors are to be negotiated, it should be pulled from the head end to avoid doors closing on the patient's head.

***However, it is vital that the patient approaches any stairs feet first.***



### ***Moving down the stairs***

With one person at each end of the Ski Sheet the patient can be transported down the stairs.

It is very important that the person at the foot end keeps the pulling straps short, until the upper part of the body has come over the top step.

The operator at the head end should keep the pulling strap long and assist by slightly raising the handle as the body moves over the top step.

The foot end operator controls the speed of descent. Communication is fundamental to ensure the head end operator does not overbalance in an attempt to keep up.

When reaching the half landing it is important to steer a wide course, so you do not encounter problems with the central pillar of the staircase.

If needed the cross straps can be used to help position the mattress on landings ready for decent.

N.B the straps must be held - do not wrap the pulling straps around the hands or wrists.

### ***At a point of safety***

Once the patient has exited the building and reached a point of safety, the cross straps can be loosened to ensure the patient is comfortable.



*A video containing an overview to the use of the SKI Sheet can be found on the SKI Sheet Website, Hospital Aids Website and Hospital Aids YouTube Channel. Onsite demonstrations and training packages are available across the UK, Ireland and in other distribution countries contact us for more details.*

