

## **Introducing slide sheets or low friction roller and Rolling a Donor (for personal care/last offices)**

### **General**

- You should always follow instructions given by the team.
- Appoint one person to co-ordinate the move make sure that the team understands the sequence of actions.
- Always use the correct technique to avoid injuring the donor, yourself or helpers.
- Try and space yourself and helpers to minimise individual load from the activity.
- Try and get as close as you can avoiding / dealing with any obstructions if you can. E.g. removing cot sides
- Use the whole of the hand to move / hold loads. If arms and trunk can be used as well they can provide and even more secure hold (depending on the activity).
- Low friction aids are very slippery and must not be left on the floor.

### **Suitable equipment / aids for this task:**

- Adjustable height bed / trolleys
- Low friction rollers / sheets

### **For all equipment, the user should, before attempting to use them have:**

1. Sufficient knowledge on purpose and how to use them safely
2. Ensure brakes are applied on equipment.
3. Check floors for any potential slipping hazards before commencing the transfer
4. Trolleys / beds / tables all have slightly differing operating instructions so manufacturer's instructions need to be referred to or advice sought from hospital staff.
5. Consider individual capability of staff involved and try and match height where possible so as to minimise disadvantaging anyone involved.

### **Preparation (2, 3 or more individuals may be needed depending on location, donor size etc.)**

1. Donor size, weight, shape and any obstructions assessed (e.g. attachments to donor). Actual donor size and weight will be known (as this is part of organ donation procurement requirements anyway).
2. Identify team leader who will give instructions.
3. Ensure all attachments are secure and not likely to cause injury e.g. catheter bags.
4. Check brakes and adjust to comfortable working height making sure not to disadvantage shorter individuals.
5. Position equipment so close to hand and to avoid unnecessary overreaching whilst assisting placing of the slide sheet/roller.

**Introducing the slide sheet/roller Method 1.** (Preferred method as involves less manual handling of Donor)

1. Fold the slide sheets or low friction roller to feed under the person. Each fold should be approx.6" wide as in *Figure 1* below. Do not concertina as this makes it more difficult to roll under Donor.



*Figure 1* Slide sheet folded ready to feed under donor.

2. One person slides the folded sheets/roller under the donors head or Donors feet to the other person. The sheets/roller should lie across the bed and if possible in contact with the bed and positioned so that it will unroll. Both persons should adopt an oblique position and hold the top of the sheets/roller firmly with one hand and use the other to unroll the folded section as in *Figure 2* below. The aid will unroll under the person and be flat. Good communication is key here so the both parties move the sheet together.



*Figure 2* Unrolling the sheet

3. Move together and avoid twisting. If the roll gets stuck one person may gently ease the donor a little towards them whilst the other frees it.

## ODT SN-OD Safe System of Work Guidelines

Check that the sheets/roller are under the person's body wherever the friction needs to be reduced. If this is not met then it may mean that another smaller aid is needed.

### Introducing the slidesheet/roller Method 2

1. Roll half of the slide sheet/roller lengthwise into a tight roll  
One or more people roll the donor towards them taking care of drips etc. and following the method for rolling a donor outlined in steps 2 and 3 below.
2. Normally 1 member of staff would work on either side of the bed but this will need to be modified dependant on the assessment in 1. Above.  
Adjust the bed to a suitable height for all members of staff performing the roll.
3. Check the Donor is in an appropriate position ready for the turn as in *Figure 3* below.. (arm across body, knee bent, head in direction of turn if possible etc) taking care of any attachments e.g. catheter. Roll donor as in *Figure 4*, keeping the spine in a neutral position, using flat palms and bending from the knees.



*Figure 3 - Donor ready to be rolled*



*Figure 4 Donor being rolled*

## ODT SN-OD Safe System of Work Guidelines

4. Another person places the roll facing downwards on the bed and pushes it underneath the Donor. (Take care not to catch fingers on the donor's skin by keeping a layer of material between person's hand and donor.)
5. The Donor is then rolled onto their back.
6. Place hands palm up close to the donor and grasp the fabric to pull the slide sheet/roller so that they are flat on the bed.
7. Check that the sheets/roller is under the person's body wherever the friction needs to be reduced. If this is not met then it may mean that another smaller aid is needed.

### **Performing the rolling of a Donor using a slide sheet (this method may be suitable when, for example, rolling a larger donor**

1. Normally 1 member of staff would work on either side of the bed but this will need to be modified dependant on the assessment in 1. Above.
2. Adjust the bed to a suitable height for all members of staff performing the roll.
3. Check the Donor is in an appropriate position ready for the turn. (arm across body, knee bent, head in direction of turn if possible etc) taking care of any attachments e.g. catheter
4. Grasp the top layer of the sliding sheet close to the person & using a small gentle pulling action, leading the movement with the head to slide the Donor a little. Retake your hold on the sheet and repeat several times and the Donor will gradually move slightly across the bed and then turn onto their side.
5. To remove the Slide sheet gently pull on the bottom sheet and pull out from under the Donor.

### **WARNING**

Ensure slide/Roller sheets are not left on the floor they may cause a slip hazard.