



User Guide For Carved Foam Seating Systems



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Page Contents

1. Custom Made Medical Device Description
2. Safety Guidelines
3. Fitting the Carved Foam Seating System into the Wheelchair
4. Posture Belts
4. Head Support
5. Foot Support
5. Cleaning Instructions
6. Transporting the Client within the Carved Foam Seating System in a Motor Vehicle

Custom Made Medical Device Description

This Carved Foam Seating System (CFSS) is a Custom Made contoured seating system designed to support, accommodate and where appropriate correct the user's posture. This device conforms to the essential requirements of Annex 1 of Medical Devices Directive 93/42/EEC.

This Custom Made seating system – serial number:
has been manufactured for the exclusive use of:

A full copy of the MDD Custom Made device statement for this client's device is available from Consolor by stating the client's name and the seat's serial number(s):

email: admin@consolor.co.uk

Safety Guidelines

This user guide gives important information and advice. The user guide should be read, understood and adhered to, along with the wheelchair's user guide, by all persons that are responsible for the client and operation of the equipment.

1. The CFSS should only be used in the wheelchair(s) with which it was supplied.
2. Repairs, alterations and maintenance, outside the scope of this guide, should only be carried out by Consolor Ltd, otherwise the warranty will be void.
3. Additional components or accessories should not be fitted to the CFSS or the wheelchair, without the prior consent of the wheelchair service or Consolor Ltd, doing so could invalidate the warranty and be unsafe.
4. It is recommended that the client and equipment be reviewed and checked every twelve months, contact your wheelchair service if you feel a review of the CFSS is needed.
5. The maximum user weight for the CFSS would have been taken into account at the assessment. This means that the client's weight and the weight of the CFSS would not exceed the maximum user weight of the wheelchair. If the client puts on a significant amount of weight then the CFSS will not fit or function correctly and the wheelchair service should be notified.
6. Posture straps and harnesses should be used in the correct manner, in conjunction with the manufacturers instructions and as detailed on page 4 of this user guide.
7. Upholstery should be kept clean in the interest of hygiene. It should also be regularly inspected to ensure that the cover still conforms to the shape of the CFSS, if it stretches, the client could end up sitting on creases, which could lead to discomfort or even pressure sores.
8. The foam of the CFSS should be checked regularly to ensure that its qualities have not deteriorated, otherwise it could lead to discomfort or even pressure sores for the client.
9. The brakes of the wheelchair should always be applied before transferring the client, removing or refitting the CFSS to the wheelchair or making adjustments.
10. Bags or other items should not be hung on the back of the wheelchair or CFSS as this could severely affect the stability of the system i.e. the wheelchair could easily tip over.

Additionally, Before Each Use Check the Following:

11. Accessories such as head support, foot-support, knee-block/pommel, postural straps and harnesses are functioning properly and fitted in the correct manner.
12. The four drop-hooks of the interface (if fitted) should be sat correctly on the wheelchair's seat tubes and the aluminium latches locked into place over the drop hooks to secure the cushion(s) in place. OR make sure the retaining strap is secured tightly around the back of the wheelchair.

If after reading this user guide you are not clear about any aspect of the Carved Foam Seating System or it's correct usage then the wheelchair service that prescribed the CFSS should be contacted, or Consolor Ltd.

Fitting the Carved Foam Seating System into the Wheelchair

Base Cushion

Note: The CFSS base cushion is usually fitted to the wheelchair with drop hooks and lock and latch fittings. The instructions below refer to the use of this standard interface, however in some cases it may have been more appropriate to use an alternative interface, such as the wheelchair manufacturer's interface, in which case the instructions for that should be referred to in order to ensure correct usage.

1. Remove the wheelchair's armrests.
2. Place the CFSS base cushion onto the wheelchair – put the rear drop hooks onto the seat tubes and slide back underneath the hook fitting (Fig.1).
3. Lower the front drop hooks onto the seat tubes.
4. Push the aluminium pins in the front latch fittings (Fig. 2) backwards to lock over the front drop hooks.
5. The base cushion should now be secured into the wheelchair.

Removal is the reverse of this procedure.

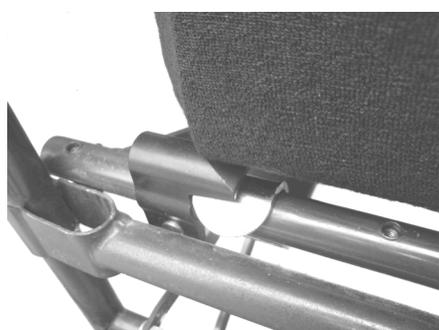


Fig.1



Fig. 2

In some cases the CFSS base cushion will sit onto the canvas or base-board of the wheelchair, it will then be held in place by the use of a retaining strap around the back of the wheelchair's push handles. This retaining strap must be correctly and tightly fitted to keep the cushion in the correct position.

Back Cushion

Fitting:

1. Ensure both locking levers are in the *unlocked* position (Fig. 3).
2. With a hand under the outer end of each arm, lower the system evenly into the mounting blocks on the wheelchair.
3. With the pins located in the mounting block holes, push down firmly. Ensure that the pins are fully located and then press the locking levers downwards into the *locked* position.

WARNING! Check the security of the backrest before sitting in the wheelchair.

Removal:

1. To remove the back cushion, raise the locking levers at the end of each arm to the *unlocked* position (Fig. 3)
2. With a hand under the outer end of each arm, lift the system evenly upwards and clear the mounting blocks.

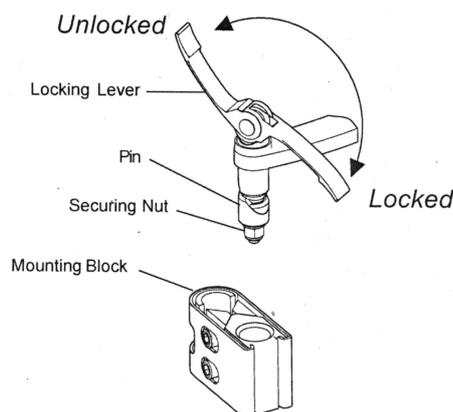


Fig. 3

Posture Belts

Every CFSS is fitted with a pelvic belt, this is intended as a postural support, to assist the client to stay in the correct position within the CFSS.

WARNING! It is not intended as a restraint or for safety during transportation.

WARNING! Making sure the straps are not twisted, the belt must always be worn tightly across the pelvis or thighs. If the belt is loose the client can slip down, at the very least the CFSS will not work in the manner intended, in a worst case there would be a risk of strangulation.

WARNING! Ensure that buckles are always locked together fully. Accidental release of the posture belt would allow the client to slip or fall out of the CFSS. If the client's movements or cognitive ability could lead to accidental release then the client should not be left alone while in the CFSS.

WARNING! Regularly check that each end of the belt is securely attached to the wheelchair.

WARNING! There is a risk of wheelchair users slipping down in their seats until the posture belt presses against their necks, if the pelvic belt is incorrectly adjusted by as little as 150mm from the correct position. Chest belts should always be fastened around the occupant's trunk, under the arms. Never include the arms within the belt, if the occupant slips down the seat the belt could press against the occupant's neck.

Maintenance

Regularly check that buckles, webbing and stitching do not show signs of excessive wear.

Head Support

In some cases the head support is integral to the back support of the CFSS and therefore not removable or adjustable, in which case the following instructions do not apply.

Fitting and Removing the Headrest

Lower the head support's vertical tube into the receiver bracket on the back of the CFSS. Usually a collar will have been fitted to the vertical tube so the correct height can be achieved easily each time. Tighten the locking knob firmly. To remove the head support, reverse this process.

Adjusting the Position of the Headrest

This can only be done by users, if there is a second locking knob on the head support's tubes. The knob can be loosened to allow the head support to be moved forwards/backwards to the required position. If there is no second locking knob then the head support can only be adjusted with the use of tools and this should be carried out by a suitably qualified person.

The headrest must always be securely fitted to the CFSS and be correctly positioned, close to the client's head, when the client is being transported within the CFSS, in order to reduce whiplash injuries.

Foot Support (Where Fitted)

This section refers to a foot support that is fitted directly to the CFSS base cushion.

Fitting and Removing the Footrest

Loosen the two locking knobs on the tubes of the foot support. Slide the two horizontal tubes into the receiver brackets fitted underneath the CFSS. Push the two pop-pins in, slide the tubes in the rest of the way and ensure the pop-pins locate into the holes on the receiver brackets. Make sure the foot support is sitting down on top of the height setting collar. Tighten the two locking knobs.

Cleaning Instructions

The CFSS, upholstery and accessories should be kept clean in the interest of hygiene.

Cleaning and Disinfection of Plastic Shell and Foam Inserts

Put 5-10 litres (1-2 gallons) of warm water (not exceeding 40°C) into a suitable container. Add to this, 30 mls (1/2 fluid oz) of a commercially available detergent e.g. Domestos. Using a clean cloth, thoroughly wash the CFSS, ringing the cloth out before applying it to the CFSS. With clean water wipe the surface off, twice. The surfaces can be dried by applying towels or by leaving at room temperature. Ensure that the seat is completely dry before refitting the cover and using the CFSS.

Padded Covers

Covers should be regularly inspected to ensure that it still conforms to the shape of the CFSS, if it stretches, the client could end up sitting on creases, which could lead to discomfort or even pressure sores.

To remove - loosen the pull cord that is inside the outer edge seam of the cover and carefully pull the cover from the cushion. When refitting tighten the pull cord, ensuring the cover fits the shape of the seat. Be sure to not over tighten the pull cord, as the cover could then hammock the shape of the seat and it would not be possible for the client to fit properly into the CFSS.

Washing of Covers

To prolong the life and colour of the cover it should be washed with a colour care, bleach free liquid, using a 40°C cycle with a slow spin. It can also be washed by hand in warm water. The cover should be allowed to dry naturally. After many washes the foam inside the cover will deteriorate, the cover should be checked regularly to ensure there is no noticeable difference. Fasten any Velcro to itself to avoid damage to the upholstery.

Do not iron, bleach or tumble dry.

Ensure the cover is completely dry before refitting it to the CFSS.

Posture Belts and Harnesses

Hand wash, with bleach free liquid. Drip dry, do not tumble dry or iron.

Transporting the Client within the Carved Foam Seating System in a Motor Vehicle

The following guidelines should be made available to all parties who are responsible for the transportation of the client, such as schools and transport providers. This guidance should be read in conjunction with the MHRA Device Bulletin MDA DB2001(03) June 2001 'Guidance on the Safe Transportation of Wheelchairs'

- The CFSS has not been designed for use as a car safety seat.
- The CFSS can be used to transport the person for whom it was designed, within the wheelchair for which it was manufactured, in a forward facing position, in a vehicle designed for that purpose e.g. a suitably equipped minibus.

Before Entering the Vehicle Check the Following:

Carved Foam Seating System - must be securely fastened into the wheelchair as described on page 3.

Posture belts and harnesses - should remain fitted during transportation, although they are designed to provide postural support only, they are not intended for safety during transportation.

Head Support - must be securely fitted and correctly adjusted close to the rear of the client's head during transportation, in order to reduce the risk of whiplash injuries.

Trays - must be removed from the wheelchair and secured safely for transportation. If left in place there would be a high risk of abdominal or head injury in the event of a crash.

Knee-blocks – are prescribed to clients in order to promote improved sitting posture, where appropriate and necessary. Consideration should be given as to whether the client would sit adequately without the use of knee-blocks during transportation. If left in place, in the event of an accident, there is a risk of injury to the knees and hips, however if they are removed the client may submarine down in the seat, even during a normal journey and be at risk of strangulation.

Foot-straps – are prescribed to clients in order to promote improved sitting posture, where appropriate and necessary. Although foot-straps are not intended to be part of the occupant restraint system, using them during travel, the client may be more likely to remain in a seated position.

The Wheelchair Tie-down and Occupant Restraint System (WTORS).

- **Wheelchair Tie-down** - The wheelchair must be securely tied down within the vehicle, in accordance with the wheelchair manufacturers instructions.
- **Occupant Restraint** - A suitable occupant restraint system must also be fitted in accordance with the manufacturer's instructions. A minimum is a lap and diagonal belt (lap belts on their own are not suitable). Restraints that loop over the shoulder and anchor to the vehicle floor should be avoided where possible, as they can cause a heavy downward load through the client during an impact, the preferred type anchor above and behind the shoulder as with a car seat belt. The lap section of the belt should fit snugly over the pelvis of the client and should not be able to ride up to the abdominal area. The upper torso section of belt should be in contact with the client's chest and fit over the shoulder(s), while not cutting into the neck or slipping off the shoulder(s).

Note: If the wheelchair and CFSS are to be transported unoccupied the wheelchair should be tied down with suitable equipment according to the manufacturer's instructions. If the equipment is to be dismantled for transportation, ensure that all parts are secured safely within the vehicle.

WTORS are available from: Q-Straint (Europe), 72-76 John Wilson Business Park, Whitstable, Kent. CT5 3QT. Tel. 01227 773035 Fax. 01227 770035