

Transfer board user guide

What is a transfer board?

A transfer board is a piece of equipment that helps a person move or 'transfer' from one surface to another; for example, from bed to chair or from wheelchair to toilet. The boards come in a variety of shapes, colours and sizes. They are also sometimes known as banana boards and slide boards.

How to use a transfer board

Only use a transfer board if advised by a healthcare professional. You will be shown how to use the board on the ward. Before you leave hospital make sure that you are confident using the board. If you have any questions, please ask for further demonstration and advice.

Step by step guide – transferring from bed to wheelchair:

1.



- Ask someone to move the wheelchair close to the side of the bed.
- Remove the wheelchair's arm rest and footplate on the side closest to the bed.
- **Apply brakes to the wheelchair.**
- Sit on the edge of the bed with your feet as close to the floor as possible.

2.



- Lean to one side, away from the direction you are about to move in.
- Slide one fourth of the board under your bottom and sit on it.

3.



- The rest of the board should be positioned over the surface you are moving towards (for example, the wheelchair).

4.



- Slide your bottom along the board pushing with your hands in short movements.
- Keep your hands flat on board.

5.



- When you are closer to the wheelchair hold onto the armrest.
- Remove the transfer board by leaning to the side.

6.



- Replace armrest and foot plates.

Tips for safe transfer

- Wear trousers to avoid catching any skin on the board when moving.
- Keep hands flat on the board to avoid catching your fingers underneath (as shown below).



Tips for helping your child to transfer:

- If help is required, squat down in front of your child, supporting their hips as you guide them along the board. This helps your child feel safe. If needed, help your child to move along the board in short shuffle movements.
- Encourage your child to do as much as possible.
- Take your time and talk to one another when moving.
Communication is key!



Disclaimer

The information provided in this leaflet is aimed at advising children/parents/guardians/carers about correct transfer techniques using a transfer board. Please seek advice from a healthcare professional if you have any questions. Never put yourself or your child at risk when moving and handling.

Contact us

If you have any questions or concerns about using a transfer board, please contact the occupational therapy department on 0207 188 9427 or the physiotherapy department on **0207 188 4660** at the Evelina Children's Hospital.