

ottobock.

Shape Custom Seating

User Manual



1	Introduction.....	7
2	Intended Use.....	7
2.1	Who can use my seating system?	7
2.2	Why have I been provided with a seating system?	7
3	Safety Instructions	7
3.1	Are there any points of safety I need to be aware of?	7
4	Shape Carved Foam Seating.....	11
4.1	Overview	11
4.2	Cushions	11
4.3	Cleaning.....	12
4.4	Cushion Positioning	13
4.5	Retaining Straps	13
4.6	Accessories	13
5	Shape Moulded Seating (MSI).....	14
5.1	Overview	14
5.2	Liners.....	14
5.3	Pressure Cushion Insert	14
5.4	Cleaning.....	15
5.5	Retaining Straps	16
5.6	Accessories	16
6	Matrix Seating.....	17
6.1	Overview	17
6.2	Pressure Cushion Insert	17
6.3	Cleaning.....	17
6.4	Retaining Straps	18
6.5	Accessories	18
7	General Tips	19
7.1	How do I get the best out of my seating system?	19
8	Accessories.....	20
8.1	Why are there other fittings attached to the seat?	20
9	Hoisting	22
9.1	Most of you will use a hoist to transfer in and out of the seat; the specifics of your situation will vary so these are our top tips for a successful hoist	22
10	Check your position	23
11	Transportation.....	23
11.1	What do I need to know about using my seating system as a seat within transport?	23
11.2	What do I need to know about stowing the seating system in a vehicle?	23
12	Maintenance, Care and Cleaning.....	24
12.1	How do I keep my seating system clean?	24
12.2	How do I look after my seating system?	25
13	Storage	26
13.1	How do I store the seating system when not in use?	26
13.2	When do I get in touch with my clinical team about my seating system?	26
13.3	What if I need my seating system to be returned to the service site or manufacturer for adjustment or repair? ..	26
14	Additional Information.....	27
14.1	What else would it be useful for me to know?	27

1 Introduction

An Ottobock custom made seat has been manufactured for you. This user guide has been written to enable you to get the best from your seat, it is very important that you read it and if you have any unanswered questions please contact your clinical team.

Ottobock manufactures a wide range of custom made seating that is designed to give you the extra postural support you need.

Please read this information carefully and share it with those who help care for you.

Please note this information is specific to the seating system with which you have been provided. Please refer to any other instructions/information with which you have been provided for the mobility/wheelchair base to which the seating system is attached.

2 Intended Use

2.1 Who can use my seating system?

The seating system is a custom-made device and must only be used by you, as it has been specifically designed to suit your shape and needs. It must not be used by any other person to sit in and/or be wheeled in.

2.2 Why have I been provided with a seating system?

Your custom seating system has been specifically designed for you after a full clinical assessment. The clinical team will have assessed all your needs including but not limited to, your posture, function, ability, feeding, vision, hearing, pressure care, transfers etc., building up a picture of your needs to enable us to design this seat to maximise your functional ability.

3 Safety Instructions

3.1 Are there any points of safety I need to be aware of?

The following are stated here to ensure you understand the safety implications of using the seating system. When used correctly, the seating system will enhance your independence, function, mobility and/or posture, but it needs to be used in a safe way, in accordance with these instructions.

The risks when using this equipment are categorised as follows:

⚠ WARNING Warnings regarding possible risks of severe accident or injury.

⚠ CAUTION Warnings regarding possible risks of accident or injury.

NOTICE Warnings regarding possible technical damage.

All areas of risk when using the seating system are identified below, these risks can be avoided through the appropriate and correct use of the seating system which can be achieved through careful attention to these instructions and the information provided by your Clinical Team.

⚠ WARNING

Incorrect application & use of posture belts, positioning belts and harness systems

Choking, suffocation or strangulation due to sliding forward in the seating system

- The positioning belt and harness are an important part of an individual seating solution. Do not modify the installation position and basic settings established by the qualified personnel who provided your system.
- Make sure you understand the appropriate use of these systems. Make sure that all carers understand the appropriate use (teachers, parents, grand-parents, etc.).
- In case of problems with these adjustments (such as an unsatisfactory sitting position), promptly contact the qualified personnel who fitted the seating system.
- Immediately consult the qualified personnel if you detect signs of discomfort or fear when using the seating system.
- Have the basic settings of the belt system checked regularly. Adjustments may be required due to the growth of the user or because of changes in the course of their condition.
- Do not leave the user unsupervised if the cognitive abilities of the user could lead to unintentional opening of the positioning system.

⚠ WARNING

Improper handling of ignition sources

Risk of burns due to seat cushions, padding and upholstery catching on fire

- Carelessness can cause a fire risk
- The seat cushions, padding and upholstery are not highly flammable, but can catch fire. Therefore the utmost caution must be exercised in the vicinity of an open flame.
- Do not expose the wheelchair cushion to excessive heat or open flame.
- Keep away from all ignition sources, especially lit cigarettes.

⚠ WARNING

Incorrect final assembly of back or seat components to the wheelchair base

Injury due to disconnection of the seat or back components from the wheelchair base

- Qualified personnel are responsible for the initial individual positioning and assembly of the seat and/or back system to the wheelchair base. On a day to day basis the assembly of the seat and/or back will be the responsibility of the carer or parent.
- The way the seat fits together and onto the wheelchair base, must not be altered in any way. Any alterations must be carried out by a member of your clinical team.
- Follow all manufacturers' instructions for attachment to wheelchair base and test it is secure by pulling on it, before allowing user to use the device.

⚠ WARNING

Use in vehicles for transporting persons with reduced mobility

Falls, user falling out due to improper use

Using the seating system as a seat within transport

- Always use transport approved tie-downs and follow chassis instructions for transport.
- Do not use the posture belts and positioning systems for the upper body as part of a personal restraint system during transportation in vehicles for transporting persons with reduced mobility.
- These products do not replace the existing passenger restraint system in vehicles for transporting persons with reduced mobility.

Stowing the seating system in a vehicle

- Where possible stow the seating system in the boot of a vehicle, so it is in a confined area of the vehicle. If this is not possible, use the vehicle restraint system to secure the seating system within the vehicle to avoid it becoming a loose flying object in the event of an accident.

⚠ CAUTION

Fitting the seat to the wheel/static base

Tipping over or falling due to unstable set-up

- When fitting a seat unit to the wheelchair base, ensure the user is not seated in it.
- Once the seat is fitted, a pull test should be carried out to ensure the seat is correctly fitted and fully secured before the user is seated.
- Do not leave system unattended especially on hills, inclines or ramps, even when brakes are engaged.

⚠ CAUTION**Tipping risk of mobility device**

Falls or injury if device tips during use

- If an anti-tipping device has been fitted to the wheelchair, it should be deployed whenever there is any doubt as to the safety or stability of the unit. This could be particularly important when transferring the user to or from the unit especially if the user is being hoisted into or out of the seat.
- Wherever possible try to park on a flat, level surface.
- Do not hang items such as bags from the rear push handles.
- Be aware that the user leaning far out of the system (forward or to the side) can lead to instability and tipping.
- Use caution when operating the 'Tilt in Space' mechanism on gradients/slopes.
- Do not leave system unattended especially on hills, inclines or ramps, even when brakes are engaged.

⚠ CAUTION**Therapist/fitting professional does not train carer in proper use and maintenance of device**

Injuries, malposition, illness of the user due to information errors

- Instruction will be provided to the user/attendant/carers as to the proper adjustment, use, maintenance and care of the seating system.
- Should any elements of the seating system appear to be loose or not working correctly, it is important to notify the wheelchair service or provider as soon as possible, so the seat can be reviewed and adjusted where necessary.

⚠ CAUTION**Skin damage**

Risk of skin reddening during long-term use

- Do not use the seating system until it has been adjusted by a suitably qualified or experienced person.
- Examine the skin for redness on a regular basis. Skin reddening is a clinical indicator of tissue damage.
- If redness of the skin or other problems occur during use, stop using the seating system immediately. Only start using the seating system again after gaining professional advice from your clinical team.

⚠ CAUTION**Improper uses or adjustments**

Falls, user falling out, malposition, illness of the user due to adjustment changes due to improper use

- The posture belt must be put on once the user is sitting in the seating system and used at all times while using the seating system.
- Only open/undo the posture belt when the user is ready to get out of the seating system.
- Never leave the user unattended in the seating system without the posture belt being correctly applied/fastened.
- Care must be taken when positioning a chest harness (where applicable) to ensure this does not create a choking hazard. This should be positioned in line with the healthcare professional's original positioning and instruction.

NOTICE**Improper use**

Risk of damage to the cushion surface due to user error

- The foam that forms the seat is covered to provide protection from damage and help with pressure management. So do not allow the wheelchair cushion to come into contact with sharp objects. This also applies to animals such as pet cats with sharp claws.
- If the wheelchair cushion is expected to come into contact with liquid, such as spilt drinks or episodes of incontinence, always use it in conjunction with a liquid-repellent cover.
- All foam cushions are coated with a splash resistant material, in the event of spillage, excess moisture can be removed by using a soft cloth.
- Do not leave the user sitting in a damp seating system, this will degrade the effectiveness of the foam over time and increase the risk of pressure damage for the user.
- When transferring care responsibility to a new person, always make sure to inform the new carer of all safety instructions.

NOTICE

Improper cleaning of the wheelchair cushion cover

Risk of damage to cushion due to user error

- Never wash the cover at a temperature higher than that recommended as this may cause it to shrink. This could impede the cushion's ability to redistribute pressure or it could damage the fabric.
- Do not use any bleaching agents for cleaning.
- Never dry the foam components or inserts in a tumble dryer.
- Do not submerge the foam cushions in water or place them on a hot surface to dry

NOTICE

Damage caused by wear and tear

- If the padding is worn or damaged, this needs to be replaced as soon as possible.
- All worn or damaged components have to be replaced with original components from the manufacturer as quickly as possible by qualified personnel. If the functionality of the belt system is impaired, further use of the overall product is not recommended.

4 Shape Carved Foam Seating



Fig 1. Carved Foam Seat in one piece shell



Fig 2. Carved Foam Seat in separate shells

4.1 Overview

The Shape Carved Foam Seat is custom contoured to your body shape and could be made with one or more types of foam. Generally it is made up of a separate seat and back cushion held together within an aluminium shell to form a continuous shape (see fig. 1). The aluminium shell is usually in one piece for optimum strength but for clinical reasons could be manufactured as a separate seat and back support (two piece shell – see fig. 2).

4.2 Cushions

Every cushion is sprayed coated with a flexible splash-proof coating. Two sets of covers are usually provided as standard when the seating system is issued. Each removable cushion cover is custom made in our workshop to ensure a perfect fit.

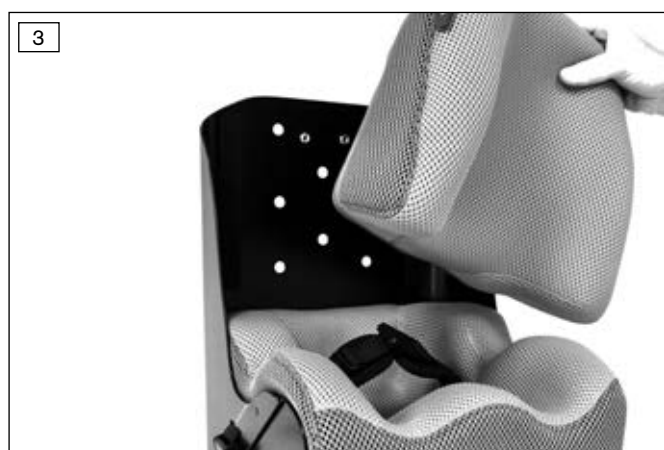


Fig 3. Removal of Back Cushion



Fig 4. Removal of seat cushion



Fig 5. Removal of upholstered cushion covers

4.3 Cleaning

When fitting the upholstered covers around the cushions, please ensure that any postural belts and harnesses are refitted correctly (see fig 6-8).



Fig 6. Strap routed through slot



Fig 7. Strap into clamp



Fig 8. Harness Straps through slots

For full cleaning instructions please refer to Section 12.

4.4 Cushion Positioning

To ensure the seat cushion stays in place during use, a 'stop' is usually fitted to either the front or the inside of the cushion. This will be shown to you when your seating system is first delivered. It is important that care is taken when removing and re-fitting the foam cushions.

If the stop is fitted inside your cushion, when refitting the cushion into the shell, first position the seat cushion as far back as possible to the rear of the shell, then lower the cushion down slowly over the cushion stop, ensure the recess in the cushion is lined up properly over the stop.

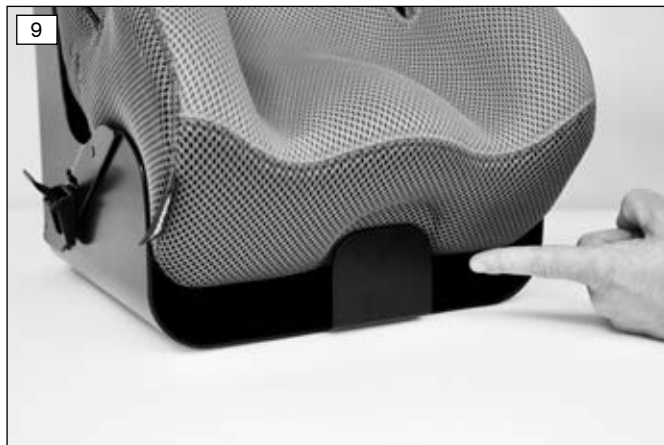


Fig 9. Front located cushion stop

If the stop is fitted at the front, position your seat cushion behind this. The back cushion can be simply placed in position and will sit on top of the base cushion it is sometimes secured with Velcro where needed. When fitted, the seat and back cushions should align, with the seat contours continuously flowing from cushion to cushion.

4.5 Retaining Straps

Two webbing retaining straps are usually fitted to the shell - one passes around the push handles of the wheelbase from the back of the shell and the other one passes around the seat rails/chassis of the wheelbase to secure the base of the shell. These retaining straps should be fitted tightly in position.

4.6 Accessories

For information regarding your accessories (such as head support etc.) please see section 8

5 Shape Moulded Seating (MSI)

5.1 Overview

The Shape Moulded Seat is contoured to your body shape and made with layers of firm moulded foam 'liners' within an outer plastic shell. Generally the seat and back support are formed in one continuous shape.



Fig 10. Moulded Seat (MSI) with plastic shell

5.2 Liners

There is normally at least one removable foam liner within a Shape Moulded Seat which will be shown to you when your seat is first delivered. Removing a liner can compensate for occasions where the user may increase in weight or wear thicker clothing (see fig 11). Advice should be sought from your clinical team prior to removing any liners, as this may cause detrimental effects.

5.3 Pressure Cushion Insert

A softer pressure relieving foam cushion insert is often provided underneath your sitting bones, or pelvis. This is to provide additional pressure relief and comfort, care should be taken to ensure it remains in the recessed area within the seating. The position of the pressure cushion must be checked before each use.



Fig 11. MSI liner removal

5.4 Cleaning

When fitting the upholstered cover to your moulded seating, please ensure that any postural belts and harnesses are refitted correctly.



Fig 12. Removal of covers from MSI



Fig 13. Straps routed through slots and fitted into clamps



Fig 14. strap being fitted into clamp

For full cleaning instructions please refer to Section 12.

5.5 Retaining Straps

Two webbing retaining straps are usually fitted to the moulded seating shell - one passes around the push handles of the wheelbase from the back of the shell and the other one passes around the seat rails/chassis of the wheelbase to secure the base of the shell. These retaining straps should be fitted tightly in position.

5.6 Accessories

For information regarding your accessories (such as head support etc) please see section 8.

6 Matrix Seating



Fig 15. Matrix Seat with quilted cover



Fig 16. Matrix Seat rear view

6.1 Overview

Matrix Seating is custom contoured to your body shape using small interlocking components that fix together with ball and socket joints. Matrix can be used to produce a back support or an entire seat and back in one continuous shape. To reduce deformation of the shape, Matrix requires an external tubing frame to reinforce it and improve its strength.

6.2 Pressure Cushion Insert

A softer pressure relieving foam cushion insert is often provided underneath your sitting bones, or pelvis. This is to provide additional pressure relief and comfort, care should be taken to ensure it remains in the recessed area within the seating. The position of the pressure cushion must be checked before each use.

6.3 Cleaning

When fitting the upholstered cover to your moulded seating, please ensure that any postural belts and harnesses are refitted correctly.



Fig 17. Chest Strap fitted through slot

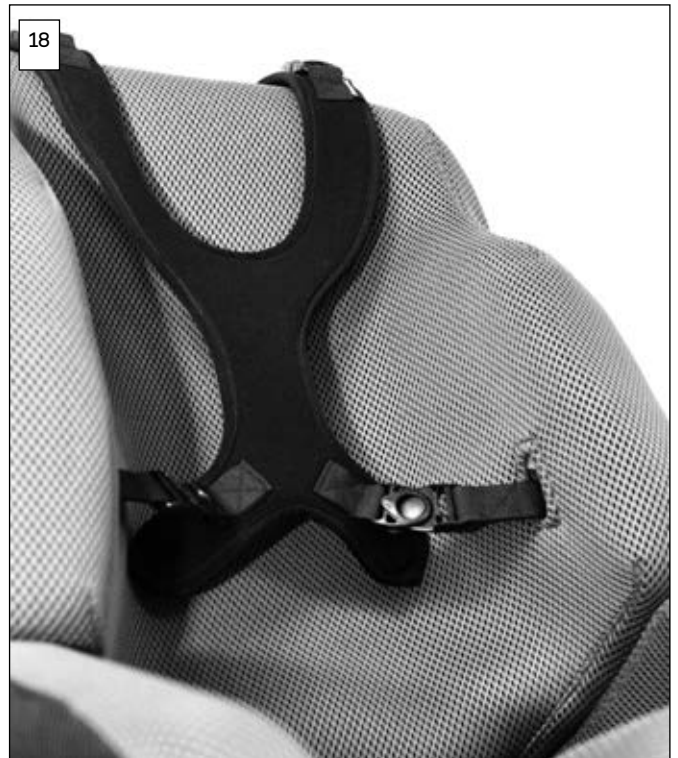


Fig 18. Harness fitted with straps routed through slots

For full cleaning instructions please refer to Section 12.

6.4 Retaining Straps

A webbing retaining strap is usually secured at the rear and base of the Matrix Seating frame. Each strap should be fitted around the rear and base of the wheelchair / frame that the seating is interfaced to and adjusted to suit.

6.5 Accessories

For information regarding your accessories (such as head support etc.) please see section 8 (Accessories)

7 General Tips

7.1 How do I get the best out of my seating system?

Your seating system is an important piece of equipment to help you remain supported and as active as possible, so the following are some great tips for you.

- When you are provided with a new seating system, you need to build up your sitting time slowly. Please take care to do this gradually and ask your carers to check your skin more regularly in the first few weeks. Any pre-existing pressure concerns would have been considered, but you will need to be responsible about building up time in the seat. Make sure any unforeseen events are managed, so please do not plan a full day out soon after receiving a new seat.
- Ensure the harnessing and belts are correctly fitted to the seat shell and when tightening them a firm tension should be applied. This will have been demonstrated to you when your seat was first issued to you.
- If you have a care plan folder it's a good tip to take pictures of the straps, how they fit to the chair and any accessories and a picture of yourself sitting correctly in the seat, this will help any new carers that you may have.
- Clean your seating system regularly, this will prolong the life of the seat and make it a more pleasant place to be, covers should be changed at least once a week to keep them fresh.
- Consider what you will wear when in the seat; remember they are generally warm as the foam is an insulator.
- Avoid wearing clothes with thick seams, especially around the pelvis, as this can cause a point of pressure when sitting in the seating system (e.g. thick denim jeans, zips on rear pockets etc.).
- Take careful note of all the safety notices in this document.
- If you are being hoisted, ensure those hoisting you know how to do this safely and understand the various elements of the seating system.
- Ideally you should not be left unattended when using the seating system, this is for your own safety.
- When transferring, the posture belt that goes across your pelvis should be the last to be undone when getting out of the seat and the first to be applied when being positioned into the seat.
- Do not let home pets on your seating system, as their claws can puncture the foam which can lead it to deteriorate.

8 Accessories

8.1 Why are there other fittings attached to the seat?

There is a range of additional accessories you may have been provided with as part of your seating system. These will be different for each person, as this is based upon your own unique requirements. Below is a brief summary of the usual type of accessories that are provided as part of a seating system. Don't worry if your seat does not have all of these features, your clinical team will have decided with you the fittings you specifically need.

Head support – The Head Support fitted to your seat can have several functions that can help you in your daily life. It can be a support for you to lean back on when the chair is tilted back
It can provide side support if your head tends to fall to the left or right
Care will have been taken to assess you for a suitable headrest and this could be a standard one or can be custom made to fit your head exactly, it's important that the headrest is used properly so please take time to learn how it is fitted and adjusted.



Fig 19. Headrest mounting set with location stop collar

The head support consists of a vertical stem that fits into a clamp bolted to the back of the seat, on the stem there is usually a collar that is locked in place with a screw, this is set by the clinical team. At the top of the vertical stem there is then a horizontal stem that fits to the back of the head support. This may have a release lever that enables you to do fine adjustments of the head support pad so it can be adjusted to suit you.

Depending upon the type of head support provided, these can be wiped with a soft cloth, or if a cover is provided, this can be laundered in the same way as the cushion covers. See section 12.

Harnessing and belts – These are provided to help you remain in the correct position within your seating. These must be adjusted so they are firm, but not causing pain or marking the skin.

It is important always fasten and adjust the posture belt first when being positioned in the seating system; this will help support your pelvis/hips in the correct place and angle.

If you are using a harness, it is advised to fasten the lower straps first, followed by the upper straps which are positioned over the shoulders. Care must be taken to ensure the top of the harness is not located near your throat/neck area. This is because there is a risk of strangulation if you tend to move your position or slip down within the seating system. Never use a harness without a posture belt fitted.



Fig 20. Standard Chest Harness



Fig 21. Sternum Harness



Fig 22. Shoulder Harness with central clip



Fig 23. Standard 2 Point Pelvic Belt

Arm supports – These may be fitted to the wheelchair base or sometimes to the side of the seat and they are primarily used to support your arms to prevent them hanging down, they can also be supplied to provide you with added protection and to mount a tray if one is needed.

Trays – You may have been provided with a tray which you can use to support your arms when in the seating system. The tray will usually fit onto the wheelchair armrests; this will enable you easily to position and remove the tray as needed.

Leg and foot supports – There is a wide range of options for supporting your feet, the choices include foot plates and hangers (one for each side), a centrally mounted foot plate, or a foot box. The type of support you need will have been discussed with you by your clinical team. It is important to use the leg and foot supports provided, as failure to do so can lead to ongoing poor positioning of the feet at the ankle, pressure area damage under the thighs, the risk of the feet becoming trapped in the wheelchair mechanism or sliding down in your seat.

You may also be provided with strapping for your feet to ensure they do not lift or slip off the foot plate and maintain a good foot position.



Fig 24. Ottobock Footcaps

9 Hoisting

9.1 Most of you will use a hoist to transfer in and out of the seat; the specifics of your situation will vary so these are our top tips for a successful hoist

Your individual hoist sling has been prescribed for you by a health professional. It is vitally important that the sling works with the seating system and as far as is possible compliments the seat.

It is a good idea to inform your OT that you have had a new seat supplied and ask them to review your sling. You have been given a new seat because something has changed in your clinical condition and that also could apply to your sling.

Assuming that the sling fits you well, you are using an overhead hoist and you are comfortable in it we recommend the following

Where possible have two assistants

Apply the brakes on the wheelchair and move the anti-tipper to the rearward position if one is fitted, then tilt the chair back.

The person mainly responsible for positioning should be standing in front of you controlling your position over the wheelbase by putting their hands on your pelvis.

Your carer should guide you firmly into the back of the seat as you descend, making sure your legs don't get caught up on footrests and your arms aren't trapped inside the seat.

If you do have a second carer, they should support your head and operate the hoist controls if you are not able to. Usually the head support will be removed during hoisting, so the second carer can refit the headrest after the lap strap has been applied.

Once you are lowered into the seat, it is advisable to fasten the lap strap up before you detach the hoist sling from the spreader bar, even if the plan is to remove the sling.

If you are removing your sling, ensure your pelvis remains in position whilst the sling is being removed. This can be achieved by your carer holding your pelvis in place during the sling removal process.

If you are using a mobile hoist, then the same technique applies, except you need to be aware of the following, position the hoist to get as close to the wheelchair as possible, this is normally from the front however if access is restricted by footrests then after a risk assessment you may find better access from the side. Do not apply the brakes on the floor hoist whilst hoisting, as the hoist will need to move as you descend into the seat.

10 Check your position

It is very important that you are always correctly positioned in the seating system. This is to ensure that you maintain the posture devised for you by the Clinical Team during their assessment. Correct positioning will decrease the chances of you experiencing discomfort in your seat, reduce the risk of developing pressure sores and deterioration in your posture. Good positioning and comfort will enhance your quality of life.

The position of your pelvis within your seat is fundamental to maintaining good spinal alignment, incorrect positioning of your pelvis within the seat can result in discomfort, poor support in the seat and may cause increased asymmetry.

11 Transportation

11.1 What do I need to know about using my seating system as a seat within transport?

If at all possible, you should transfer from the wheelchair to the vehicle seat and store the seating system and wheelbase as an item of luggage.

If this is not possible, the seating system, in combination with the wheelchair base, can be used for you to sit in when travelling in transport, but there are some very important points of safety you and your carers should know about before you travel.

1. The wheelchair base must be secured within the vehicle using an appropriate 'tie-down' system that has been professionally installed in the vehicle. (WTOR)
2. Only use the identified tie-down attachment points which are clearly marked on the wheelchair.
3. You must be facing forward in the vehicle, in the direction of travel.
4. Any luggage or removable accessories that are attached to your wheelchair must be removed and stored safely.
5. Always use a 3-point lap and diagonal occupant restraint system, please note that the harnessing and belts provided with the seating system are for your personal postural support, they are not intended to provide you with protection in the event of a crash. They do however help to keep you in an upright position so the occupant
6. restraint system remains in the right place.
7. If you have a head support provided as part of your seating system, this is specifically provided for your comfort and positioning when using the seating system. Whilst it is not designed to provide you with protection in the event of a crash, it may offer limited protection during a rear impact.

For further information on the transport of wheelchair seating passengers traveling in road vehicles, please refer to 'Transport of Wheelchair Seating Passengers 'Travel Safe' Guidance leaflet - www.pmg.co.uk/resources/best-practice-guidelines

11.2 What do I need to know about stowing the seating system in a vehicle?

If you are able to sit in the vehicle on a seat or in a specialist car seating system, it is important that your seating system and wheelchair base are correctly stored.

The main thing to remember is that they should be stored in the vehicle items of luggage. This means they should ideally be in the boot of the vehicle, so they are in a separate compartment of the vehicle to the passengers.

In this way, they will be contained in the event of a crash and not cause injury to the passengers.

Wherever they are transported they must be securely strapped to the vehicle, most vehicles have strap attachment points in the boot or luggage area and all parts of the base must be secured safely, and luggage nets are available for some vehicles.

12 Maintenance, Care and Cleaning

12.1 How do I keep my seating system clean?

Caring for your seating system will help keep it in a good condition so it can provide you with the support you need. There are a number of elements that make up your seating system, each of which need to be cleaned on a regular basis.

Seating element	Instructions
Aluminium Shell or moulded plastic casing	Warm soapy water and a soft cloth, make sure you ring out the cloth, and try not to flood the shell in the water. If there is stubborn dried on food use a plastic scraper to get it off and then wipe over, do not use a scouring pad under any circumstances Carefully wipe over the area, ensure that you clean any openings used for belts and harnessing To dry, wipe over with a dry soft cloth
Foam cushions (once loose covers removed)	Use a damp cloth and mild detergent, with as little liquid as possible, the foam acts like a sponge so will absorb liquids, the coating does protect it but is not fully waterproof so cannot be immersed in water. Carefully wipe over the area, ensure you clean any openings used for belts and harnessing Either air dry or wipe over with a dry soft cloth. Direct Sunlight may remove residual odours from the foam
Fabric Cushion covers and harnesses	Launder in a washing machine with mild soap detergent or hand wash Machine wash at 40 °C on a gentle wash Air dry – away from a direct heat source Do not tumble dry
Dartex™ cushion covers	This can be wiped down with a damp cloth and mild detergent. We recommend Dartex™ covers should be laundered monthly as a minimum, on a 40 °C gentle wash
Accessories	Warm soapy water and a soft cloth Carefully wipe over the area, ensure you clean any openings used for belts and harnessing Either air dry or wipe over with a dry soft cloth

The frequency with which you need to clean your seating system will depend upon how you use it. We recommend that if you use your seat every day, then the covers should be changed at least once a week or if soiled. You may have been provided with two sets of seat covers to enable you to change them for washing, without limiting your ability to use the seating system.

If you are resident in a care home, please ensure the covers are washed at the recommended temperature as identified above because if they are washed, if washed at a higher temperature the covers may shrink.

12.2 How do I look after my seating system?

There are checks that you or your carer can carry out on a regular basis to ensure your seating system will remain safe and you will be able to gain consistent use from it. Please note you must not be sitting in the seating system while these checks are carried out.

Seating element	What should be done	Before each use	Weekly	Monthly
Seating system fitting on the base	Check how it attaches onto the wheelchair base by a firm pull on the seating system when fitted	✓		
Condition of foam	Check that the foam has not 'bottomed out', particularly under the pelvis and it continues to provide support			✓
Retaining straps	Review to ensure they are not frayed or worn – and are securely fastened round the back rest and seat frame of the wheelchair base			✓
Harnessing and/or posture belt/s	Check for wear and tear		✓	
	Check the buckles and fixing points are not damaged or loose and working well	✓		
	Check the padding on the straps is in proper condition			✓
Cushion covers	Check the covers are in good condition and not worn			✓

If you find any defects whilst carrying out these check, please let your clinical team know as soon as possible, so they can arrange to have any issues addressed.

13 Storage

13.1 How do I store the seating system when not in use?

It is important to look after your seating system, this includes taking care of it when it is not in use. Here are some tips to help you when storing your seating system.

1. Never store it if the seat is damp, if it has got wet from being in the rain it's important to strip the seat apart so that all the covers and straps are taken off, and dried properly.
2. Do not store it next to a direct heat source, such as a radiator or in direct sunlight for prolonged periods
3. Do not store in an external location that is likely to be damp or cause deterioration in the materials used.
4. Always check all the elements of the seating system following storage, before you use it again. Ensure any accessories are fitting correctly (as when it was provided to you) and are free from wear and tear before you use it again.

13.2 When do I get in touch with my clinical team about my seating system?

Your seating system has been manufactured with your specific needs in mind taking into account everything we know about you on that day, but things change so it is important to seek advice from your clinical team if something changes in your life, this will give them the best chance of responding to your needs. Do not leave it to the last minute to let your clinical team know there is a problem.

The reasons for getting in touch with your clinical team are (this list is not exhaustive) –

- If you are a child or young person and you have grown taller,
- You have gained or lost weight,
- Your Dietician has increased or decreased your calorie intake.
- You have noticed wear and tear on either the cushion covers and/or belts or harnessing (e.g. fraying of the webbing strap, the fastenings are not secure) (see section on 'How do I look after my seating system?' above).
- There has been direct damage to your seating system.
- You have developed a sore area on your skin, such as skin redness or a 'scuffing' of your skin.
 - It is important you get in touch with your clinical team as a matter of urgency. Also limit your use of the seating system to a minimum until the cause of the sore area can be found and addressed.
- You are planning surgery that would impact on the way your seating system will fit you (e.g. spinal surgery, PEG feeding)
- Your head control isn't as good as it was
- You have had a medical review or x-rays taken

13.3 What if I need my seating system to be returned to the service site or manufacturer for adjustment or repair?

If you have to return your seating system to the service site or the manufacturer it is important this is done via prior arrangement only. Ottobock is only able to accept returned items if this is planned and agreed.

Following this prior arrangement, we would ask you or your carer to thoroughly clean and sanitize the seating system before it is packaged for transit. This is part of our infection prevention requirements to ensure the risk of contamination for those handling the parcelled seating through transit and when at its destination, is minimised as much as possible.

If you have any queries about this, please contact your clinician.

14 Additional Information

14.1 What else would it be useful for me to know?

- **Ownership** – The ownership of your seating system may rest with the purchasing authority. Therefore if it has been supplied to you by a Wheelchair Service or other authority, they are the owners and you will be required to contact them if you no longer want or need your seating system. You must not personally dispose of your seating system. If it has been purchased privately, then the responsibility of disposal rests with you.
- **Service Life of the seating system** - Based upon market observations and the current state of technology, the manufacturer has calculated that the seating system can be used for a period of 3 years, provided it is used properly and that the service and maintenance instructions are observed.
However, we would like to emphasise that the seating system is reliable far beyond this defined period of time, provided it is cared for and maintained properly.
If the service life of the seating system is reached, it is reasonable for you to contact your clinical team for further guidance. You may already have an appointment planned to review your seating system arranged, so it is important to attend this appointment to discuss future options.
- **Liability** – The manufacturer will only assume liability if the product is used in accordance with the descriptions and instructions provided in this document. The manufacturer will not assume liability for damage caused by disregard of this document, particularly due to improper use or unauthorised modifications of the seating system and any associated accessories.
- **Warranty** – All of our Custom Seating products are sold with a 12 month warranty which commences from the date of delivery. This warranty covers any manufacturing or material defects, but excludes general wear and tear or misuse of the equipment.
For further information regarding the manufacturer's warranty for instance of the wheelbase, please contact us as these warranty period may vary.

Ihr Fachhändler/Your specialist dealer:

┌

┐

└

┘



Ottobock
Unit A5, Nortech Close, Gb Sheepscar Street South,
Leeds LS7 1AQ
T +44 1133 883 100
seating@ottobock.com · www.ottobock.co.uk