Wrightington, Wigan and Leigh Teaching Hospitals
NHS Foundation Trust

Short Term Loan of a Wheelchair

Version number: **5**
Last modified date: **12th November 2026**

Short-term Loan of a Wheelchair

Patient Information

Community REACT Team

- Author ID: RL
- Leaflet Ref: CRT 005
- Last review: September 2024
- Expiry Date: September 2026

Supply of short-term loan wheelchair

You have been issued with a wheelchair for use in the short term because of your current injury or illness. Without this wheelchair you would not be able to move around indoors so would struggle to manage your everyday activities. This wheelchair is not for use outdoors.

The wheelchair remains the property of the Integrated Community Equipment Stores (ICES) and must be returned when it is no longer required or after a maximum three-month period.

Fitting of your wheelchair

Your health care professional will have assessed you in the wheelchair provided and made all the necessary adjustments to that wheelchair. (Please see copy of checklist attached). The wheelchair should therefore only be used by you and not by any other person.

Safety considerations whilst using the wheelchair

Before each use of the wheelchair, you must check that the brakes are working, and that all wheels turn freely. All components to the wheelchair must be securely fitted and in operation. Should your chair have a foldable backrest please ensure that the locking bolts are secure to prevent the backrest collapsing backwards.

The seat belt must be worn at all times for your safety, especially if using the chair on different levels e.g. going up a step. Always check the position of your legs, feet, arms and hands to prevent injury when the chair is moving and ensure any items of clothing are tucked in away from the wheels. It is very important to use the footplates provided at all times and the chair must always be pushed using both hands for safe control and balance of the chair.

When using the wheelchair, always apply the brakes at the appropriate times, e.g. When standing or transferring and always apply them if the chair is being left unattended. Always ensure the footplates are moved out of the way before standing from the wheelchair.

Transporting the wheelchair in a car

You must not sit in the wheelchair whilst being transported in any vehicle, for example a wheelchair taxi.

When transporting the wheelchair in a car, care needs to be taken to avoid injury to yourself. Please remove all parts that can be removed such as cushion, arm rests and footplates to make the chair as light as possible for lifting. Lift the seat in the middle to fold the chair, fold down the backrest of the wheelchair and apply the brakes. Place the wheelchair parallel to the car boot and lift the chair from the frame using both arms, ensuring you bend your knees and keep your back straight. It should then rest on the boot edge where it should easily slide into the boot.

Alternatively, it can be placed in standing behind the driver or passenger seat of a 4-door car.

Care of your wheelchair

You must take care of the wheelchair at all times, keeping it clean and in good working order. If there are any faults to the wheelchair or if it is involved in a collision, lost or stolen you must immediately inform the health care professional who provided you with the wheelchair.

Health Professional Contact details:

Name:
.....

Department: CRT..... Contact Number: **0300 707 1221**

Returning your wheelchair

You will be contacted from time to time by the team who provided you with the wheelchair to check if it still meets your needs and to see if any further advice or help is required. If you feel that you no longer need the wheelchair, please telephone equipment stores at Martland Mill on 01942 486411 or contact the person named above.



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