

## Making An Occupied Bed

- Follow infection control procedures
- Wear appropriate protective equipment
  
- Ensure the bed is about knee height
- This allows you to protect your back
- Kneel/crouch at the side of the bed when removing coverings etc. to keep your spine in its natural S-shape
- Roll the person onto their side towards you/leader (use correct handling technique)
- Remove bed linen, pillowcase etc. properly (see download sheet available with this sheet)
  
- Remove any items that are on or in the bed
- Roll the person onto their side towards you/leader (use correct handling technique)
- Roll the undersheet half way along its length
- Place the rolled up part of the sheet next to the client's back
- Make sure the sheet overlaps the top and bottom of the bed so that it will tuck underneath the mattress evenly and tightly at both ends
- Tuck the rolled up sheet underneath the person
- Gently, roll the person onto their back
- Have them put their arm over their chest to reach the bed (if they can) on the side the sheet was rolled in from so you can see the rolled up sheet underneath their shoulder
- Ease the sheet out from underneath them, being careful of their skin
- Check - is the sheet evenly with side and hanging over the edges of the bed?
- Starting at one top corner, tuck the sheet underneath the mattress then down to the bottom corner on the same side before repeating the process on the other side
- Check - are there no wrinkles and is the sheet taught to make it comfortable for the client?
  
- Where necessary, and the care plan states so, the use of cot sides, side rails may be appropriate in some circumstances
- Fit the top sheet in the same way you would as if the person were not in the bed (see download sheet that explains this)