

“Making” or “changing” a Bed



Infection control procedures apply
Always wear suitable protective equipment – apron and gloves

Removing or replacing bed coverings - “Changing the bed”

- Ensure the bed is over knee height – this allows you to protect your back
- Kneel / crouch at the side of the bed when removing or replacing bed coverings etc. to keep your spine at a S-Shape
- Remove bed linen, pillowcases etc. by rolling them into a ball with the surface that has been in contact with the service user
- Do not put the linen directly on the floor
- Place soiled linen into bag/s for laundering
- Is the mattress clean? If not, clean it
- Dispose of your apron and gloves and wash your hands

Using a flat top sheet:

- Place the top sheet, centered along its length along the center of the mattress with the edges hanging over the mattress
- Fold back between 15cm and 30cm of top sheet on top of itself at the head of the bed to make a flap, seam down for the person’s comfort
- Make sure the top of the flap is positioned correctly to be comfortable for the person using the bed, the excess sheet hanging over the end of the bed
- Starting at the corner of one side of the bed, using a hospital corner, tuck the sheet underneath the mattress
- Work down that side of the bed tucking the sheet under the mattress
- Go to the other side of the bed and repeat making sure you keep the sheet tight so there are no uncomfortable wrinkles

Using a flat bottom sheet:

- Place the sheet centered from top to bottom along the top to bottom along the top to bottom centre line of the bed (this will make it fit evenly)
- Ensure the hems face down so as not to catch the person using the bed
- Check, is there the same amount of sheet at the top and bottom of the bed to make it fit evenly?
- Let the sheet hang over the mattress evenly on both sides
- Starting at the top, face the bed and lift back the sheet corner facing you to make a 'triangle' part back over the mattress and tucking it under the mattress thereby making a 'hospital corner'
- Work down the side of the bed tucking the sheet under the mattress
- Repeat this on the opposite side of the bed making sure the top and bottom ends are firmly tucked beneath the mattress, pulled tight so there are no uncomfortable wrinkles

Using a Fitted Sheet:

- Fit the sheet at one top corner of the mattress
- Fit the bottom corner on the same side
- Fit the top corner on the opposite side
- Fit the final corner at the bottom

Using a Draw Sheet:

- Place the sheet centered from top to bottom along the top to bottom centre line of the bed (this will make it fit evenly)
- Let the sheet hang over the mattress evenly on both sides
- Tuck the draw sheet, one side at a time, underneath the mattress
- Make sure it is tight, so it does not slip about and there are no wrinkles

Fitting a Clean Pillowcase:

- Turn the pillowcase inside out
- Put your hand inside the inside out pillowcase and hold the closed end at the centre
- With your hand still inside the pillowcase, take hold of one end of the pillow (with the same hand that is inside of the pillowcase)
- With your other hand, feed the pillowcase along the pillow
- Make sure the corners of the pillow are neatly inside the corners of the pillowcase



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Report problems immediately to the appropriate person