

Transfer board user guide

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

How to use a transfer board

Only use a transfer board if advised to by a healthcare professional. You will be shown on the ward how to use the board. Before you leave hospital make sure that you are confident using the board. If you have any questions, please ask for more 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 the side, away from the direction you are about to move in.
- Slide a 1/4 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 on to the arm rest.
- Remove the transfer board by leaning to the side.

6



- Replace arm rest and foot plates.

Tips for a safe transfer

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



Tips for helping your child to transfer

- If help is needed, 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 for themselves.
- Take your time and talk to each other when moving.
- Communication is important!



Disclaimer

The information in this leaflet is aimed at advising children, parents, guardians and 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, [phone](tel:02071889427) 020 7188 9427, or the physiotherapy department, [phone](tel:02071884660) 020 7188 4660, at Evelina London Children's Hospital.

For more information on conditions, procedures, treatments and services offered at our hospitals, please visit [web](http://www.guysandstthomas.nhs.uk/leaflets) www.guysandstthomas.nhs.uk/leaflets

Your comments and concerns

For advice, support or to raise a concern, contact our Patient Advice and Liaison Service (PALS), [phone](tel:02071888801) 020 7188 8801 [email](mailto:pals@gstt.nhs.uk) pals@gstt.nhs.uk. To make a complaint contact the resolution department [phone](tel:02071883514) 020 7188 3514 [email](mailto:complaints2@gstt.nhs.uk) complaints2@gstt.nhs.uk

Language and accessible support services

If you need an interpreter or information about your care in a different language or format, please get in touch, [phone](tel:02071888815) 020 7188 8815 [email](mailto:languagesupport@gstt.nhs.uk) languagesupport@gstt.nhs.uk

NHS 111

This service offers medical help and advice from fully trained advisers supported by experienced nurses and paramedics. Available over the phone 24 hours a day, [phone](tel:111) 111 [web](http://www.111.nhs.uk) www.111.nhs.uk

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