



Date of handover:	
Equipment:	

### CONDITIONS OF LOAN FOR MANUAL WHEELCHAIRS

**Delivery Advice** - The equipment that you have received is safe, clean and in good working order. You will be required to sign the handover certificate confirming receipt of the equipment and of this document. Please contact us using the details below if ever you feel the equipment is no longer suitable or you have a problem using it.

**Wheelchair Maintenance** - For your safety and so that it may continue to meet your care needs, it is essential that the wheelchair is kept well maintained and in a clean condition. Please follow the manufacturer's guidelines detailed in the handbook you have been given with this wheelchair.

**Should any fault occur (however minor) you should contact us immediately on 0808 164 6400**

As part of the conditions of loan of this equipment, it is the responsibility of the user, or their family/carer to ensure that the wheelchair is kept safe and to arrange for a repair or review if needed.

The equipment belongs to the NHS and is loaned to you on the following conditions:

- It must be stored in a safe place whilst not in use, protected from damage at all times, and not left unattended in a public place or in any location where it may be vulnerable to theft
- In the event of loss, damage or theft where the user or their carer is found to be at fault, the cost of replacing or repairing the equipment will be recovered from them or their insurance company; where fraud is suspected, details will be passed to the NHS Counter Fraud Service
- You must **not** dispose of, or pass the equipment onto another person; you must let us know immediately if you have no further use for it
- The wheelchair must not be used for sports activities or track events without our agreement
- The equipment must be kept clean and in good working order
- Posture/safety belts fitted to the wheelchair must be fastened safely, correctly and appropriately
- You must not have the wheelchair altered or have any attachment fitted to it without our agreement
- If you take the wheelchair abroad for a short time you must pay the cost of any damage, loss or repair during travel and whilst outside of the United Kingdom; we advise that you arrange appropriate insurance cover
- The equipment must be returned, or given up for repair as soon as we request you to do so

You must let us know immediately if:-

- The equipment is involved in an accident, is lost or damaged
- You change your address or intend to emigrate
- You no longer need the equipment.

If you have any queries please contact the wheelchair service using the details below.

Milton Keynes Wheelchair Service - Manual Handover Form		DocID:	Version	Created by:	Created on:	Last review:	Last review by:	Due for review:
			1.0	N Robson	06/2017	06/2017	N Robson	06/2017