

What is a Transfer and Positioning Care Plan?

- A Transfer and Positioning Care Plan (TPCP) is a document that describes the safest and most efficient methods for transferring and positioning a child with special needs.
- A Transfer and Positioning Care Plan is required for any child who needs more than light assistance or guidance with their transfers and positioning.
- The Transfer and Positioning Care Plan would be completed by the child's physiotherapist.
- Transfers and positioning may be required at:
 - child care centres
 - schools
 - preschools
 - home
 - Family Day Care
 - Out of Hours School Care
 - Vacation Care

Transfer and Positioning Care Plans are important documents that ensure that the *both the carer and child* are safe and comfortable during all transfers and positioning.

Transfer and Positioning Care Plans are part of the Personal Care Support Plans developed by the Department of Education and Children's Services (DECS). Further information can be obtained directly from the DECS website at www.decs.sa.edu.au or DECS Child Health and Education Support Service (CHESS) at www.chess.sa.edu.au.

Who can provide a Transfer and Positioning Care plan?

- If a child is registered with Novita, then the child's allocated physiotherapist can write the care plan.

What are the processes involved in getting a transfer and positioning care plan?

- The following people may ask the physiotherapist to provide a plan:
 - A carer.
 - The child's teacher.
 - The child's parent(s).
 - A therapist.
- Parental consent is required before the physiotherapist can develop a plan. A referral can be over the phone or by completing the [Transfer and Positioning Care Plan Application form](#) found on this website.
- The physiotherapist will need to look at the situations where a child needs to be transferred and positioned. This may need to happen at more than one site (for example, school and after school care), and often involves consulting with many people such as the child, parents, carers, teachers and other therapists.

- For more complicated transfers, the physiotherapist may need to complete a risk assessment to help determine the most appropriate transfer to reduce any risks for the child and carer.
- The physiotherapist will recommend the safest methods to lift, handle and position the child. Often more than one method may be suggested, depending on who is doing the transfer, and how the child is feeling on any particular day.
- When a child starts to become too heavy or difficult to transfer, the physiotherapist and/or occupational therapist may need to look at whether a mechanical device such as a hoist would be helpful.
- The physiotherapist must write the plan in line with Occupational Health, Safety and Welfare guidelines of the setting or agency involved to ensure that staff working with the child are safe.
- This may mean that sometimes the transfers recommended may be different to those chosen by parents and carers for use at home.
- The Transfer and Positioning Care plan may need to be reviewed or updated every 12-18 months. It is the responsibility of the parent and/or site where it is used to inform the physiotherapist when a plan needs reviewing.

Training requirements and the Transfer and Positioning Care Plan

- It is recommended that staff working with the child complete the DECS Personal Care Support Modules that provide information on basic back care and transferring and positioning of children with special needs. View more information on the DECS Child Health and Education Support Service (CHESS) website at www.chess.sa.edu.au (look for the link to 'Training').
- Once the physiotherapist provides a Transfer and Positioning Care Plan, they will provide specific training to staff and carers on how apply the information in the plan.

Related Information

See the information sheet titled Back Care available at www.novita.org.au/publications/factsheets.

See the information on specific transfers available at www.novita.org.au/publications/factsheets.

Novita Service Site Contact Telephone Numbers

Early Childhood Services

Regency Park Office	8243 8311
Paradise Office	8207 8940
Christies Beach Office	8239 5600

Child and Adolescent Services

Parafield Gardens Office	8182 1000
Parkside Office	8172 9200

Jenny's Story – an example of Transfer and Positioning Care Planning

Jenny is an 8 year old child with cerebral palsy. Jenny has been doing stand transfers at school with the help of her carer. Jenny's carer Marg, reports that she is having trouble helping Jenny to stand transfer onto her [commode chair](#), and at times feels that she is twisting awkwardly. Marg is concerned that she is going to injure herself, or even Jenny.

The physiotherapist arranges to do a school visit with the occupational therapist to assess Jenny's transfers. They observe Jenny doing all her transfers with Marg, including, from her wheelchair to the commode chair. The physiotherapist assesses that Jenny is able to bear her own weight reliably, however she has some difficulty stepping, due to tightness in her inner thigh muscles. They suggest a block with a [swivel disc](#) so that Jenny does not have to step around. The physiotherapist suggests a few changes to the way Marg holds Jenny, and how she stands during the transfer. Marg practices these changes and feels much more comfortable with the transfer. The physiotherapist writes up these changes as a Transfer and Positioning Care Plan. Jenny's mum signs off on the plan, and it is then sent to the school so Marg can use it as a reminder. The plan is also useful if Marg happens to be away sick one day, and relieving staff need to help Jenny with her transfers.

Glossary

Commode chair - A chair containing a potty that can be used for toileting.

Occupational Health Safety and Welfare - Government legislation which protects the safety, health and welfare of people in the work place.

Positioning - Changing the posture of a person to improve function, health and prevent deformities.

Risk Assessment -An assessment of the risk of injury associated with a transfer or activity

Swivel disc – a disc positioned horizontally on the floor, on which a person can be positioned, to enable easy turning

Transfer - To move a person, object or thing from one position to another

Transfer and Positioning Care Plan - A document written by a physiotherapist recommending how to lift, transfer and position a child.