

## USER GUIDE

### The Matrix HEADS FIRST Head Support Range



#### 1. IMPORTANT NOTE:

The user of this equipment, including carers and professionals who may adjust and handle it, should read this Guide. This Guide contains important information about the use and application of the Heads First head support. Because of the clinical and safety ramifications of misuse, injury to the user or others could result if you are unclear about how it works. Please keep this Guide to refer to later.

*Matrix Seating Limited (MSL) accepts no liability from mis-application of this product.*

#### 2. SAFETY REMINDERS AND WARNINGS:

##### 2.1 CLINICAL:

- ☑ Only a Qualified Professional should assess and supply the Heads First head support.
- ☑ Ensure that the correct size of Heads First has been selected and the device is used in conjunction with appropriate postural management systems (cushions, back supports, etc.)
- ☑ Everyone involved with the client's care should monitor skin condition especially during the initial stages when support tolerance is being increased.
- ☒ Do not make adjustments that are not clinically authorised.

##### 2.2 MECHANICAL:

- ☑ Check, inspect (for wear and tear) to maintain structural integrity and tighten screws as necessary for the completed Heads First yearly for adults and six months for children.
- ☑ Watch out for situations that may, in combination, require more frequent service intervals than those mentioned above.
- ☑ For various clients and situations (ie, powered wheelchair use) it may be necessary to apply Loctite (type of glue) to the connecting screws or to peen the inner screw thread (low profile screw) to prevent loosening.
- ☑ Use 12mm wide (1.5mm thick) blade screwdrivers with care when tightening the low profile screws as not to damage the screwdriver slot.
- ☑ For large clients, or those exhibiting high extensor tone or regular extensor spasm, Heads First may need reinforcing.
- ☑ If the Heads First is dropped or the wheelchair falls over, visually inspect for damage or any changes to the delivered shape. Replace damaged components and reshape as required. Check alignment/positioning/fitting/removal of components and re-adjust as necessary.



## 2.3 ENVIRONMENTAL:

- ☑ Check that by fitting Heads First to the wheelchair with any mounting hardware that this hardware does not project beyond the handles of the Wheelchair. This can be tested by backing the wheelchair up against a wall—any protrusion should not cause the head support to be forcibly pushed forward (anteriorly).
- ☒ Do not use Heads First components to push or steer the occupied or un-occupied wheelchair. This could cause mechanical damage and loss of correct position or shape.
- ☑ The covers can be machine washed at low temperature, 40° C or less.
- ☒ Do not tumble dry the covers as the high temperature degrades the flame retardancy characteristics of the cover material and foam filling.



## 2.4 TRANSPORTATION:

This product has not been crash tested.

- ☑ If the Heads First must be used for transportation then please risk assess.
- ☑ In general the wheelchair base should be secured into the vehicle following the manufacturer's recommendations. Risk assess and follow any legal requirements or national guide-lines as appropriate. In the UK, these include Leaflet VSE87/1 'The Safety of Passengers in Wheelchairs on Buses' published by the Department of Transport.
- ☑ Always use an approved three point shoulder and pelvic strap, securely, and appropriately (and at the correct height) attached to the vehicle.



## 3. INTRODUCTION

This is a modular product that can be configured in different ways. From various initial shapes the product can be re-shaped (adjusted by hand or with special bending tongs) to create a support specific for each user. Additionally the foam in each modular cover can be changed to vary the feel of the support.

## 4. HARDWARE

The Heads First head support is made of three main parts:

- The modular covers (ranging from 3 to 5 per support)
- The internal metal frame with its extensions
- The mounting components (not described in this guide). Please refer to the Installation Manual and User Guide supplied with any mounting hardware.

The rest of this Guide describes the Heads First frame and covers.

### 4.1. FRAME AND EXTENSIONS

The Heads First frame is made of four stainless steel shapes fitted with a black mounting disc (fitted with 3 countersunk 5mm screws (posidrive number 2 head)). The shape and hence the comfort and effectiveness is controlled by bending of the frame and its extensions and it is very important that they should only be adjusted by a professional. For various clients and situations (ie, powered wheelchair use) it may be necessary to apply Loctite (type of glue) to the connecting screws or topeen the inner screw thread (low profile screw) to prevent loosening. Use 12mm wide (1.5mm thick) blade screwdrivers with care when tightening the low profile screws as not to damage the screwdriver slot.

## 4.2. MODULAR COVERS

4.2.1 Cover Fitting: The Cover is fitted and removed using the Velcro at the central and back part of each arm, leg or wing. Details of this are shown on the next two pages overleaf.

4.2.1 Cover Washing: The Cover is made from open cell foam and the covering material is not waterproof.

The Matrix Shell Cover can be machine washed at low temperature, 40° C or less, with a slow spin allowing the cover to dry naturally. Do not tumble dry the covers as the high temperature degrades the flame retardancy characteristics of the over and foam filling. All Velcro (mainly the central sections of the Bear and Penquin ranges) needs to be fastened during washing to prevent damage to itself or other covers. Do not iron, bleach or tumble dry.

After many washes the foam inside the cover will deteriorate. The upholstery should be felt to check that there is no noticeable difference.

Replacement and spare covers are available.

Please see the safety warnings in Section 2 of this Guide.

## 5. REMOVING THE HEADS FIRST FROM THE WHEELCHAIR

If the head support needs removing for wheelchair for folding or to transfer the user in or out of the wheelchair, refer to the instructions supplied with the mounting hardware. Always replace in the same relative position to the wheelchair back or seating system and hence the user.

### Heads First User Guide: Removing and fitting covers



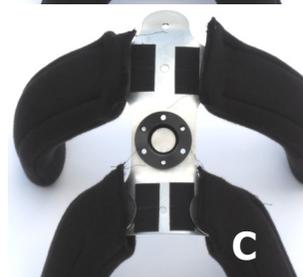
**Picture A**

Back of one of the Black Bear Range. Part of the mounting bracket can be seen in the middle of the back cover.



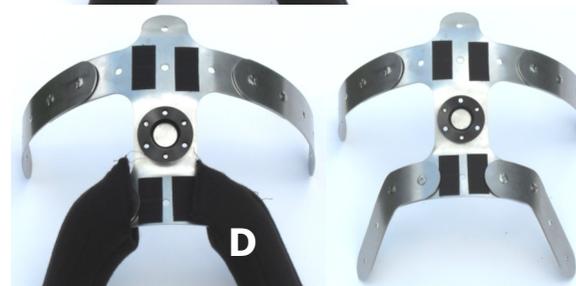
**Picture B**

Pull tongue of central cover forward off the Velcro. Once disconnected peel up and out of the way. In the process disconnect the Velcro on the left and right sides of the cover at the level of the mounting bracket. This exposes the end tabs of each of the four arm and leg covers of this version of the Bear.



**Picture C**

Peel each of the 4 tabs of the 4 covers up and off the Velcro on the Metal Frame. The arm and leg covers can now be easily slid off their respective arm and leg frame members.



**Pictures D**

Left picture shows the arm covers removed. Right picture shows the leg and arm covers removed.



**Picture E**

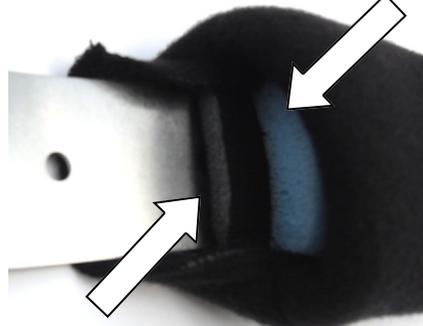
When re-assembling insert metal support into inner foam pouch (beneath exposed grey foam edge) of each cover section.

**Do not insert metal into any other position!**

See correct position below



Foam Padding, blue, on user-side of metal, to the front



Metal goes into foam pouch, beneath grey edge



**Picture F**

Fit metal at top of Head Support into pouch on top of central cover before pulling the back down to engage the Velcro at the bottom.



**Picture G**

Flap the cover down and pull the Velcro tabs over the base of the Frame. Press the bottom of the front of the central cover onto the Velcro. Finally fit the Velcro flaps at the level of the mounting disc under the edges of the right and left of the central disc.

**6. FINAL POINTS TO REMEMBER**

- ✓ Check all fasteners periodically to see if they are tight.
- ✓ Use 12mm wide (1.5mm thick) blade screwdrivers with care when tightening the low profile screws as not to damage the screwdriver slot.
- ✓ For some situations it may be necessary to apply Loctite (type of glue) to any of the connecting screws to prevent loosening.
- ✓ If a wheelchair with this head support is used as a seat during transportation a risk assessment should be carried out..
- ✓ Check that the covers are washed at 40°C or less and not tumble dried.
- ✓ Check that the head support can be removed and replaced easily from its mounting brackets (and they don't protrude at the back of the wheelchair pushhandles).
- ✓ Check that this Guide is issued to and understood by the user and/or carers.

**SERVICE CONTACT DETAILS:**

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