

# Making and Changing an Occupied Bed

**Important:** This handout is for informational purposes only and is not intended as a substitute for official clinical training. Consult with your physician about any physical limitations you may have before performing patient care. If you have any questions, please contact us by calling 336.889.8446.

**Step 1:** Explain the procedure to the patient.

**Step 2:** Raise the bed to a workable height, if possible.

**Step 3:** Raise the side rail on the far side of the bed to prevent falls.

**Step 4:** Lower the head of the bed to the lowest level the patient can tolerate.

**Step 5:** Cover the patient with a blanket for privacy and to keep them warm.

**Step 6:** Loosen the bottom linens on the side of the bed nearest you. Loosen the top linens to reuse them or place them in the laundry, if soiled.

**Step 7:** Roll the linens toward the patient.

**Step 8:** Roll the patient to the far side of the bed, asking the patient to help by grasping the far side rail as they turn. Turn a pillow lengthwise under the patient's head to support their neck.

**Step 9:** Roll the linens toward the patient's back in the middle of the bed.

**Step 10:** Place a clean bottom sheet on the bed. Secure the fitted sheet at the top and bottom corners over the side of the mattress nearest you. Place the remainder of the sheet toward the center of the bed, rolled against the patient's back.

**Step 11:** Place a draw sheet on top of the bottom sheet about 15 inches from the top of the bed with its center fold in the middle of the mattress.

**Step 12:** Roll the farthest edge of the bottom sheet and draw sheet toward you. Then, tuck the bottom sheet and draw sheet toward the patient's back.

**Step 13:** Raise the bed rail on the side you are working.

**Step 14:** Move to the other side of the bed and lower the side rail.

**Step 15:** Roll the patient to the clean side of the bed, asking them to grasp the far side rail as they turn. Place a pillow lengthwise under the patient's head to support their neck.

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*(Continued)*

- Step 16:** Loosen and remove the soiled bottom linens separately and place them in the laundry bag.
- Step 17:** Pull the clean bottom sheet and draw sheet tight. Secure the fitted sheet edges to the corners of the bed.
- Step 18:** Assist the patient to roll on their back.
- Step 19:** Remove the soiled pillowcase and replace with a clean one.
- Step 20:** Position the patient in the bed for comfort.
- Step 21:** Remove the blanket and replace with top linens.
- Step 22:** Tuck the top sheet and bed spread under the foot of the bed.