



Centrobed

BESPOKE SPECIALIST BEDS & COTS

Scotia Cot User Manual



Warnings

Before assembly or use of the bed please read all the warnings and instructions.



Warning: The Scotia Cot is to be used with the supplied transformer.



Warning: The transformer must be replaced with identical one. As specified by Centrobed.



Warning: The mains lead must be replaced with identical mains lead to the one fitted. As specified by Centrobed.



Warning: Fuses must be replaced with the same type and rating as stated in manual.



Warning: Ensure the cot is clean and properly assembled before use.



Warning: If this equipment is modified appropriate inspection and testing must be conducted to ensure continued safe use of the equipment.



Warning: Installing and moving this cot must be done by trained personnel.



Warning: Some parts of this cot are heavy and require 2 people to handle.



Warning: Do not place items under the Scotia Cot as damage to the Scotia Cot may occur as the cot is lowered.



Warning: When using the Scotia Cot, please ensure you are aware of the risks to people, animals and especially children etc, when moving the sections.



Warning: This is ordinary equipment intended for indoor use only.



Warning: Do not use this equipment near explosive gases including anaesthetics. Please note Oxygen is **NOT** an explosive gas.



Warning: *Damaged mains cables can cause fatal electric shocks. If found damaged, turn bed off at the mains.*

Maintenance and Inspection

Users:

The bed should be checked for damage regularly and to make sure nothing is preventing full range of movement.

Service Personnel:

Services should be done annually and check the condition of all parts of the bed. All wiring must be checked for insulation breakdown and damage. Metalwork must be checked for signs of any strain and wear. During the service, the operations of all functions must be tested.



Warning: The cot should be serviced once a year by trained personnel or Centrobed.

Cleaning

The Scotia Cot can be used in a variety of different environments; this should be taken into account when deciding on the cleaning regime. You should start the cleaning process with a damp cloth to remove any large deposits of dirt, and then begin to disinfect with an anti-bacterial gel or alcohol based cleaner. This bed is intended to be recycled, serviced and reused. Make sure it gets disconnected from the mains supply before cleaning.



Safety Warning



The cot is to be operated by a trained competent person.

1. This unit is mains powered, so ensure that it is disconnected from the mains supply before cleaning or servicing.
2. Crushing hazard. Make sure no person or animal goes under the bed.
3. Do not store any items under the cot, this could lead to damage to the cot and make the cot unsafe.
4. If the cot has brakes, put the breaks on before moving the client in or out of the cot.

Risk Assessment

A risk assessment must be carried out periodically by the prescriber (Your Occupational Therapist) before use of the bed. The prescriber must carry out this assessment based on the patients atypical anatomy in relation to the information given within this manual. Care must also be taken against entrapment of patient

Contents

Warnings.....1

Maintenance and Inspection.....2

Contents.....3

Scotia Cot Image.....4

Specifications.....5

Important Information.....5

Using your Scotia Cot.....6

Installation and Instructions.....7

Handset Instructions.....9

Cleaning.....10

Repairs.....11

Parts.....11

Advanced Fault Finding.....12

Symbols Used.....14

Transport and Storage.....14

Interference.....14

Recycling.....14

Scotia Cot



Specifications

Country of Origin	England
Name of Equipment	Scotia Paediatric Bed
Description of Equipment	Electrical assisted Bed
Weight of Equipment	148.5kg [i]
Voltage	230V [AC]
Power Supply Frequency	50 Hz
Power Consumption	2A Peak
Power Consumption Standby	55mA
Insulation Class	II
Type	BF
Electrical Safety Standard	BS EN 60601-1
EMC Standard	BS EN 60601-1-2
Safety Standard	BS EN 60601-1-52
Specific Safety Standard	BS EN 50637
Duty Cycle	100%
Duty Cycle [per motor]	20%
Weight Limit on bed [i] +/- 20% depending on size and options	Safe Load 5st (31kg) to Max 7st (45kg)

Important Information

Insulation Class II means equipment is double insulated.

Type BF is the level of patient protection the equipment gives.

All details on the cleaning of the Scotia Cot can be found on page 10

Risk Assessment

A risk assessment must be carried out periodically by the prescriber (Your Occupational Therapist) before use of the bed. The prescriber must carry out this assessment based on the patients atypical anatomy in relation to the information given within this manual. Care must also be taken against entrapment of patient

Using your Scotia Cot

Before use, read warnings and safety instructions in this manual. Caution must be taken by anyone who uses the bed. Please take necessary care for the health and safety of yourself and others around you who may be affected by what you are doing. Also ensure that the bed does not touch anything around it and there are no items placed under the bed that could damage the bed or be crushed by the bed when the bed is moved. Please don't use the Scotia if any damage has occurred.

Application

If your baby is being discharged from hospital and needs additional care, the Scotia lets you administer care whilst the baby sleeps. This bed is perfect for anyone who experiences back pains with no need to bend, let the Scotia lift your baby up to you.

Our Scotia Cot is obtainable through both purchase and hire. Many parents find the Scotia is irreplaceable recovering from C-sections and other surgical procedures.

The height of the Scotia Cot is completely adjustable, which makes it an invaluable piece of kit for wheelchair users and anyone with compromised mobility or back pain. This bed is also ideal for patients with Cerebral Palsy or Brain injuries.

Environment

This bed is designed to be used in a residential environment (As described in BS EN 60601-2-52)

Variants

The Scotia Cot can come with extra kneebreak options, and a tilting option.

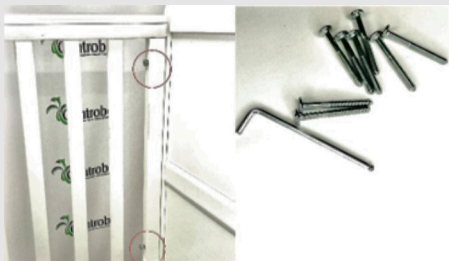
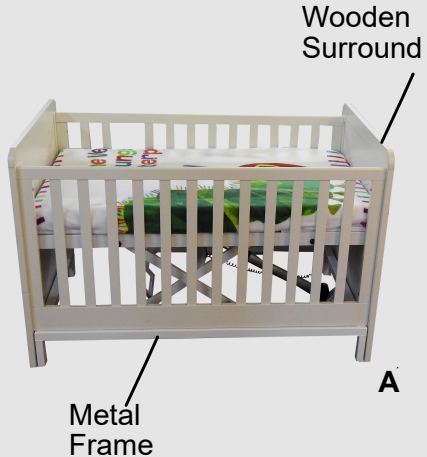
The Scotia Cot surrounds do change styles and may not be what you see on our website. Please ask before you order.

Installation

When the package arrives please follow the following instructions:

Instructions	Visual Representation
1. Firstly transport the boxes (including the bed) to your desired location.	
2. Once in your desired location, unbox the Metal Bed Frame and places this where you want the bed to go.	
3. Now also place the wooden frame of the bed in the place you want the bed to go.	

Installation

Instructions	Visual Representation
4. Affix the bolts supplied with the bed, in order to connect the wooden frame together.	
5. To set up the bed you will need a allen key which is supplied with a new surround, no other tools are needed. Due to the weight of some parts of the Scotia, it will need 2 people to assemble it. <u>Step 1</u> The wooden frame is placed over the metal work, there is no need to fit it into place. (A) <u>Step 2 - Prepare bed for use</u> Plug in to 13 amp socket and turn on	

Handset Instructions

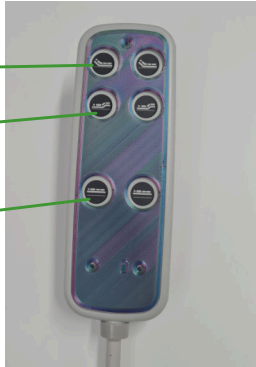
Scotia handsets available and their functions:

Standard Scotia Cot Handset 1:

Backrest Hi/Lo

Kneebreak

Raise Hi/Lo



Standard Scotia Cot Handset 2:

Backrest Hi/Lo

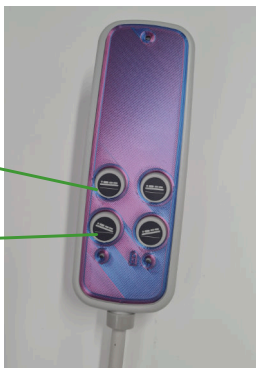
Raise Hi/Lo



Tilt Scotia Cot Handset:

Raise Hi/Lo

Tilt



Cleaning

The Scotia Cot can be used in a variety of different environments; this should be taken into account when deciding on the cleaning regime. You should start the cleaning process with a damp cloth to remove any large deposits of dirt, and then begin to disinfect with an anti-bacterial gel or alcohol based cleaner. This bed is intended to be recycled, serviced and reused. Make sure it gets disconnected from the mains supply before cleaning.

Risk of Material Damage:

Unplug the power cable and store the power plug in a safe place (ie a plastic bag) to avoid contact with water, anti-bacterial gels or alcohol based cleaner. Make sure that all plugs are properly inserted into each socket, to avoid risk of plugs getting wet during cleaning process.

Ensure that none of the electrical components are showing any signs of external damages; otherwise the water, anti-bacterial gels or alcohol based cleaners used to clean the bed may damage the electrical components.

The electrical components of the bed must never be subject to a jet of water, a high pressure cleaner or any similar devices! Please only clean this bed with a moist cloth!

If you think that water or any form of moisture has got into the electrical components, immediately unplug the power pack. **DO NOT** plug it back into the socket. If you are experiencing this issue, please contact the provider of the equipment (your Occupational Therapist / District Nurse) and have the equipment looked at by a qualified electrician.

DO NOT use scouring agents, stainless steel cleaning agents, abrasive cleaning agents, scouring pads, super concentrated chemicals or any acid based cleaners. These substances can damage the surfaces.

Repairs

Repairs to your Scotia Cot should only be carried out by, or under the supervision of, a suitable trained engineer. To arrange any repairs, please contact the provider of the equipment (your Occupational Therapist/ District Nurse)

Note: If this equipment was purchased directly through Centrobed, you may contact us on the details given in this manual. If you purchased this equipment and it was supplied to you by a different organisation, please contact the company that supplied the bed to you in regards to arranging any repairs needed.

Many possible repairs can be avoided if the checklist is followed first. See below on the Advanced Fault Finding section. Items on the checklist are NOT covered by the warranty.

The following list contains information about a standard beds parts. Many of our beds are tailored to individual needs and therefore may have some different parts.

Parts Available From Centrobed

Parts	Code	Description
Actuators [Motors]	594/C	Backrest
	593	Knee
	696/A	8 Button Handset lock off
	Transformer6	Transformer
	665/22	Control Box
	665/4	Rev. Cable
	594/C	Handset High / Low
	5106	Cut Surround
	SCM	Mattress
	SCOM 1	Mesh Panels

Advanced Fault Finding

Should your Scotia Cot fail to function, please check the following;

Checklist	
NOT DOING ANYTHING The bed will not do anything no matter what buttons on the handset are pressed.	Check the bed is switched on - see Section 1
	Check the lock on handset - see Section 2
	Check the handset is plugged in - see Section 3
SOME FUNCTION WORK	Back and / or knee not working - see Section 4
	Up and down not working - see Section 5

Section 1 - Check the bed is switched on

Check the cot is plugged in and switched on. When you have checked the switch at the wall, make sure the mains socket is off and follow the cable towards the cot, checking for damage. If the cot is still not working try plugging the cot into a different socket.

Section 2 - Check the lock on handset

If your handset features a lock on the handset, ensure the lock is set to unlock position
Further Details:

If the socket where the key plugs into is loose, the wires may have become detached. If this has happened you will need to replace the handset.

Section 3 - Check the handset is plugged in

Check for any damage to the handset. If you do not find any damage, Make sure the mains are switched off and follow the cable to the control box and check the handset is fully pushed in.

Advanced Fault Finding

Section 4 - Back or knee not working

If either the backrest or knee section of the cot is not working, then check the following:

1. Check the motors are both plugged into the control box correctly, the sockets are marked 4 and 3.
2. The handset is fully plugged into the control box

Section 5 - Up and down not working

Ensure that the handset is plugged in properly.

Power Cut

The Scotia Cot is a mains power operated bed. If a power cut occurs then the bed will not work.

Once all the above have been checked, if the bed is still not working please contact the organisation who supplied the bed (Authority, OT)

If the bed has been privately purchased, checked and still is not working, then contact Centrobed Ltd on 01233 635353. Please ask for the Repairs Department

Symbols Used



Complies with European standards. Found on the label and alongside the serial number on the the frame of the cot.



Warning / Caution.



Maximum Weight for the cot. Label found on bed frame.



Maximum Patient Weight for the cot. Label found on cot frame.

Transport and Storage

The equipment must be stored at 0°C to 50°C, 0% to 90% humidity and 800 hPa to 1060 hPa atmospheric pressure. The equipment should only be used between 5°C and 40°C, 0% to 90% humidity and 800 hPa to 1060 hPa atmospheric pressure.

Interference

Interference should not happen between this and other equipment like televisions, radios and any other electrical equipment. If you have interference with your Scotia Cot, try moving the Scotia Cot and / or other equipment to a different location. Ensure you try to connect them to different mains circuits. Always use a mains power surge protector.

Recycling

Always recycle electronic parts in accordance with the current local regulations. Centrobed are able to offer an environmental recycling alternative. If interested in this, please contact Centrobed for further information on this option.

Contact Information

Tel: 01233 635353
E: info@centrobed.com
W: www.centrobed.com