

PATIENT / CLIENT PROPERTY

POLICY STATEMENT

It is the policy of the Bay of Plenty District Health Board (BOPDHB) that the responsibility for the care and protection of a patient / client's property while they are on the BOPDHB premises, rests with the patient / client.

Where an exclusion exists, as outlined below, the responsibility for the accurate accounting, secure storage and safe return of the property to the patient / client, or authorised next of kin, rests with BOPDHB.

PURPOSE

- To clearly communicate to patients / clients and staff the responsibility and potential liability for personal property brought onto BOPDHB property.
- To support the patient / client in maintaining independent care and responsibility of their personal property and finances.
- To ensure the secure storage of personal property where the patient / client's ability to care independently for their property and money is diminished.
- To outline the procedures, where necessary, for the appropriate handling, storage, return, or disposal of patient's property.

EXCLUSIONS

BOPDHB will take responsibility for the storage of accountable items of property, and subsequent return to a patient/client owner or authorised person, where:

- It is necessary for staff to remove property from a person who is admitted to hospital in a state of diminished responsibility and no authorised next of kin is available to take possession.
- A patient/client has personal items removed by staff in the course of immediate surgical or clinical attention or for storage.

ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board policy 6.9.3 protocol 1 Patient / Client – Personal Property Management
- Bay of Plenty District Health Board policy 5.5.1 protocol 0 Security Standards
- Bay of Plenty District Health Board policy 5.5.1 Security
- Bay of Plenty District Health Board policy 2.1.1 Risk Management
- Bay of Plenty District Health Board policy 2.1.3 Hazard Management
- Bay of Plenty District Health Board Reportable Event form

Manual Name: Clinical Policy	Page 1 of 1	NOTE: The electronic version of this document is the most current. Any printed copy cannot be assumed to be the current version.
Section Name: Ward Management	Version No: 4	
Policy Steward: Business Leader, Hospital Support Services	Authorised by: Chief Executive Officer	