PURPOSE

- To clearly communicate to patients / clients and staff the responsibility and potential liability for personal property brought onto Bay of Plenty District Health Board (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 patients property.

STANDARDS TO BE MET

1. Roles & Responsibilities

1.1 Cluster leaders:

a) Setting procedures for patient's property and secure storage of items outlined in exclusions.
b) Authorises compensation to a patient for loss or damage of personal property, where BOPDHB accepts liability.

1.2 Clinical Nurse Managers:

a) Ensure staff are familiar with BOPDHB Patient / Client Personal Property policy and procedures.
b) Ensure accurate accounting, safe storage, and return of property and money when required.
c) In particular ensure that patients are made aware of high risk items, often mislaid, including dentures, hearing aids and spectacles.

1.3 Regional Manager, Non-Clinical Support Services:

Investigate the loss or damage of patient / client personal property as outlined in the Exclusions section of the policy and report back to the Hospital Support Services Business Leader.

1.4 Security Staff (Where applicable):

a) Witness where necessary the accounting or return of property items.
b) Provide details to Regional Manager, Non-Clinical Support Services, Tauranga regarding the investigation of loss or theft of patient / client personal property when required.

1.5 All BOPDHB staff:

a) Be familiar with the Patient / Client Personal Property policy.
b) When taking responsibility for patient property, accurately record details ***and get witnessed***, securely store and safely return any items removed from the patient.
c) Liaise with Security staff to remove and store money of any value to ensure safe keeping.

2. Property Handling

2.1 Pre-Admission / Admission

a) Documentation

i. BOPDHB will clearly communicate to all patients / clients the responsibility and liability for property brought onto BOPDHB premises as outlined in this policy.

ii. BOPDHB will also advise patients to, where possible, remove all unnecessary items of property from BOPDHB premises.

iii. Staff must record details of valuable personal property and money brought onto the ward on admission:

- Money and valuables
- Prosthetics (glasses / teeth / hearing aids)
- Any personal property removed by staff

b) Diminished Responsibility

i. Where diminished responsibility is indicated staff will involve identified family / whanāu support in assisting with property management.

ii. Personal property may be removed from patients / clients if:

- It is at risk from loss or theft
- There is potential for the client to use the property in a way which places the patient / client or others at risk.

2.2 Storage of Valuables

Where an exclusion exists BOPDHB will provide secure storage facilities for patient / client personal property.

a) Stored Property will be

i. accurately recorded e.g. ring gold coloured band, blue stones and placed in a patients property envelope or bag.

ii. clearly labelled.

iii. recorded on a property sheet which will be attached to the patient's health record.

iv. safely stored in a lockable secure storage area.

v. Receipted and receipt will be issued to the patient / client, a copy attached to the item(s) and details recorded in the patient's health record.

b) Money in excess of $100.00

i. Money in excess of $100.00 will be counted in front of a witness or the owner and then sealed in a tamper proof envelope. Both persons will sign the envelope.

ii. A receipt will be issued to the owner with a copy of the receipt and details of property and handling procedure and storage location recorded in the patient's health record.

iii. The envelope will then be secured and stored separately outside the ward in a high level secure storage location.

iv. No money will be secured on the ward.

2.3 Property Damaged or Lost by BOPDHB Staff

a) When BOPDHB staff take possession of patient / client personal property, as outlined in the exclusions, BOPDHB is responsible for the care and protection of that item.

b) Any loss, theft or damage of patient / client personal property while in possession of BOPDHB must be immediately reported to the relevant manager.
c) An Incident Report must be completed immediately and forwarded to the relevant investigating office.

2.4 Found Property

a) Any property found by BOPDHB staff on DHB property must be handed in to Security who will follow the appropriate protocol for lost / found property.
b) Refer to BOPDHB policy 5.5.1 protocol 0 Security Standards.

2.5 Lost Property

Patients / clients are to report any lost / missing item(s) to the ward Clinical Nurse Manager (CNM) in the first instance.

2.6 Deceased's Property

Deceased property will be released with the body.

2.7 Disposal of Unclaimed Property

Property will be retained for 30 days before being delivered to the Police for disposal or return to the patient / client (if known).

ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board policy 6.9.3 Patient / Client Personal Property
- 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