

## **PATIENT / CLIENT PROPERTY**

### **POLICY STATEMENT**

It is the aim 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 Incident Management form

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| 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: 5                             |  |
| Policy Steward: Business Leader,<br>Hospital Support Services | Authorised by: Chief<br>Operating Officer |  |