

 <p>SASKATOON DISTRICT HEALTH</p>	<p>POLICIES & PROCEDURES</p> <p>Number: 7311-20-005 Title: SAFEKEEPING OF PATIENT/ CLIENT VALUABLES</p>
<p>Authorization</p> <p><input type="checkbox"/> Board of Directors <input checked="" type="checkbox"/> Senior Management Committee <input type="checkbox"/> Vice President</p>	<p>Source: Medical Affairs - Risk Management Cross Index: Date Reaffirmed: Date Revised: Date Effective: June 5, 2000 Scope: SDH Agencies and SPH</p>

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1. POLICY

1.1 *INPATIENTS*

- 1.1.1 On admission to a Saskatoon District Health/ St. Paul's Hospital facility, the patient/ client and/ or family shall be informed of their responsibility for the care of their own valuables and property, and will be encouraged to send valuables home.
- 1.1.2 Personal property kept by the patient/ client in the room will be the responsibility of the patient.
- 1.1.3 Each unit/ facility will provide a designated locked storage space, for small items that the patient requests to be secured. Staff securing items are to ensure clear documentation on the chart (ie) safekeeping envelope) of the items secured for safekeeping. This listing of items is to be placed on and to remain a piece of the medical record. The District accepts responsibility for contents that are locked in this manner.
- 1.1.4 The personal property of those patients/ clients who are disoriented, unconscious, or incapable of assuming responsibility for same shall, whenever possible, be sent home with the next of kin or, if necessary, be locked in safekeeping. Patients/clients who has been advised by nursing staff to deposit items for safekeeping and choose to not do so, are required to sign an 'Acknowledgment & Release Form', - Appendix B.
- 1.1.5 When large amounts of money, credit cards or valuables must be kept in the facility, these shall be taken to a designated area (i.e. Financial Services; Cashier's Office) for safekeeping.

1.1.6 The property of patients transferred between nursing units/ sites will be transferred with the patient and recorded in the transfer/ referral note. Items designated for safekeeping will be transferred and locked in the safekeeping area of the receiving unit. Clothing and personal items will be moved with the patient, and will remain the responsibility of the patient.

1.2 *OUTPATIENTS*

1.2.1 Personal property kept with the patient/ client, at the assigned location (eg. stretcher bay) or in a designated locker will be the responsibility of the patient.

1.3 *COMMUNITY*

1.3.1 The personal property of the client will remain the responsibility of the client. The District accepts responsibility for those items that have been locked in safekeeping by SDH staff. Staff securing items are to ensure clear documentation on the chart of the items secured for safekeeping. This listing of items is to be placed on and to remain a piece of the medical record.

2. PURPOSE

2.1 To prevent loss of personal property of patients/ clients admitted to or using the services of a Saskatoon District Health facility.

2.2 To encourage patients/ clients and/ or their families to take responsibility for their belongings and valuables.

2.3 To maintain a standard for Saskatoon District Health in dealing with patient/ client valuables.

3. PROCEDURE

3.1 Each patient/ client care unit shall determine the most appropriate procedure in ensuring that the principles as outlined in Section 1 (Policy) are maintained.

3.2 In the event that property is lost, the Protocol, as outlined in Appendix A, shall be followed.

LOST PATIENT/ CLIENT PROPERTY: Protocol

If a patient/ client reports missing property which had not been locked in a designated area by staff, the staff shall:

- Assist the patient/ client/ family in searching for the item. This includes, when appropriate, calling the Lost and Found Department at the facility and/ or involving Security when deemed necessary.
- Remind the patient/ client/ family that personal property is the responsibility of the patient/ client.
- Complete a 'Confidential Incident Report' form, describing the item(s) that was lost and where it had been kept while in the facility. The report should include a description of the response of the patient/ client/ family; including if follow-up must be done.
- The Incident Report, after review by the supervisor/ manager, shall be forwarded to the Risk Manager, Medical Affairs.
- If follow-up is necessary, the Risk Manager will send a letter to the patient/ client/ family, clarifying that Saskatoon District Health is NOT responsible for lost or stolen items, with instructions for the individual to contact Medical Affairs if there is further concern or questions. All correspondence will be copied to the Manager/ Supervisor.

Saskatoon District Health takes responsibility for lost items that had been locked in safekeeping by SDH personnel. The following process should be followed in these situations:

- After searching for the item(s) in obvious places, staff shall inform the Manager/ Supervisor that an item(s) is missing from safekeeping.
- The patient/ client/ family shall be informed that the item(s) is missing, and that a representative from SDH will be contacting them.
- A 'Confidential Incident Report' shall be completed, including a description of the item(s), and a brief outline of the process that had occurred to date, regarding this. Certain situations may warrant a phone call to the Risk Manager.
- The Incident Report, after review by Manager/ Supervisor, shall be forwarded in a timely manner, to the Risk Manager, Medical Affairs, RUH. If the incident involves replacement, the Manager/Supervisor MUST call Risk Management to inform the office that the incident occurred and whether it is felt SDH is responsible. This phone call flags the incident with Risk Management, and therefore ensures follow up with the Family is done in a TIMELY manner.
- The Risk Manager will follow up with the patient/ client/ family to ensure appropriate replacement. The Manager will be copied on all correspondence.



ACKNOWLEDGMENT AND RELEASE

I, _____ (patient/next of kin) acknowledge that I have been advised by nursing staff of Saskatoon District Health that I or patient: _____ have been advised to deposit (describe item(s)): _____ for safe keeping due to the possibility of those items being lost or destroyed. I further acknowledge that I have chosen not to have those items deposited for safe keeping and hereby release and discharge Saskatoon District Health Board, its employees and agents from and against any and all claims arising from the loss of or damage to the items.

Signature