

PATIENT - PATIENTS' VALUABLES AND PROPERTY

1.0 Preamble

- 1.1 The Hospice is unable to accept responsibility for property and valuables other than items handed in for safe custody. Patients should be discouraged from keeping large sums of money or items of great value at the Hospice.
- 1.2 A safe is provided on each ward for the safe keeping of valuables out of office hours.
- 1.3 Patient Disclaimer forms (duplicate), Patient Valuables Recording Form (PVRF) (triplicate), Mortuary Cards (single copies), Valuables Recording Book, Addressograph Labels, Numbered Seals, Security Bags and PVRF file, referred to in the Procedure are kept on the Wards.

2.0 Policy

- 2.1 All patients are advised of this policy on admission, providing it is appropriate and they are assessed as capable of understanding. It should be recorded that the relevant forms have been completed on page 23 of the Assessment Pathway.
- 2.2 All Money and valuables, e.g. small items such as jewellery, remain the responsibility of the patient unless placed in secure storage i.e. the ward safe (out of hours) or the finance safe (in office hours).
- 2.3 Short term storage of valuables – This facility is available in the ward safe. Access is available 24 hours a day. Out of Hours (OOH) deposits will be transferred by the ward secretary (WS) on the next working day to the finance safe.
- 2.4 Long term storage of valuables – This facility is available in the finance safe in the finance office. Access to this is Monday to Friday 9.30am to 5pm. Patients can access or place further deposits of valuables within office hours.
- 2.5 When patients lack capacity to make decisions regarding valuables, they will be assessed and treated in accordance with the principles of 'best interest' after appropriate consultation and with regard to the Mental Capacity Act (2005). 2 x staff members (SM) complete the Disclaimer in the presence of a relative/carer (if available) within 24 hours of admission.
- 2.6 If the patient is unaccompanied and lacks capacity staff should place money and valuables into secure storage. This action must be witnessed by 2 x SM and documented on the PVRF and the next of kin informed.

3.0 Procedure

3.1 Procedure on Admission

- 3.1.1 SM explains policy to patient.
- 3.1.2 SMx2 completes Disclaimer.
- 3.1.3 Patient/Relative/Carer countersigns Disclaimer. If the patient is unable and relatives/carers are unavailable, SMx2 completes disclaimer within 24 hours.

St. Gemma's Hospice

- 3.1.4 If patient ticks section B on the disclaimer, St Gemma's takes no responsibility for property and valuables.

3.2 Valuables into safe keeping

- 3.2.1 SMx2 lists valuables in items deposited column on PVRF describing any jewellery by colour e.g. yellow metal ring.
- 3.2.2 SMx2 records on PVRF any cash by denomination and amount, e.g. £10.00 note x 1 etc.
- 3.2.3 SM x2 allocates seal number and records on the completed PVRF.
- 3.2.4 SMx2 and/or Patient/Relative/Carer sign PVRF.
- 3.2.5 SMx2 places valuables and safe copy of PVRF in security bag with name clearly visible and secures the seal.
- 3.2.6 SMx2 gives patient copy of PVRF to Patient/Relative/Carer and Hospice copy is retained in Section 3 of the PVRF file.

3.3 In Office Hours

- 3.3.1 Ward Secretary (WS)/SM takes Valuables Recording Book and valuables to Finance Office.
- 3.3.2 Finance Staff (FS) initial against entry in Valuables Recording Book and place valuables in Finance safe.
- 3.3.3 WS/SM returns Valuables Recording Book to Ward.

3.4 Out of Office Hours

- 3.4.1 SMx2 place valuables in ward safe.
- 3.4.2 WS/SM checks ward safe Monday to Friday.
- 3.4.3 WS/SM follows procedure as per 'in office hours'.

3.5 Returning Valuables from the Finance Safe to Patients/Relatives/Carers

- 3.5.1 SM informs WS of valuables in finance safe for retrieval.
- 3.5.2 WS/SM takes completed Valuables Recording Book to Finance Office.
- 3.5.3 FS hand valuables to WS/SM and initial against entry in Valuables Recording Book.
- 3.5.4 SMx2 open security bag in presence of Patient/Relative/Carer.
- 3.5.6 SMx2 retrieve Hospice copy of PVRF from section 2 of the file, and safe copy from security bag, and records on both copies in items returned column description of items or cash returned.

St. Gemma's Hospice

- 3.5.7 Patient or Relative/carer and SMx2 sign both copies of PVRF acknowledging return of valuables.
- 3.5.8 SM gives Patient or Relative/Carer safe copy of PVRF from security bag.
- 3.5.9 SM retains Hospice copy in patient's notes.

3.6 Returning valuables not in Hospice safe keeping to relatives/carers after death.

- 3.6.1 SMx2 completes PVRF listing any valuables in the patients' possession at the time of death, describing any items as per 3.2.1 & 3.2.2.
- 3.6.2 SM places valuables in the ward safe as per 3.2.3.to 3.2.5 and documents in MDT notes and ward diary.
- 3.6.3 SMx2 ensures the relative/carer signs PVRF on collection of valuables.
- 3.6.4 SM gives relative/carer one copy of PVRF.
- 3.6.5 SM retains Hospice copy in patient's MDT notes.

3.7 Care of Deceased Patient's Property

- 3.7.1 SM packs patients property in own suitcase if possible. Otherwise in white carrier bags and labelled with the patients full name/addressograph. Property must be packed neatly ensuring perishable and open goods are not included.
- 3.7.2 When property has been unclaimed for 3 months St Gemma's reserves the right to dispose of the property as it sees fit.

3.8 Visitors Property

- 3.8.1 The Hospice accepts no liability for any loss of or damage to personal property of visitors.
- 3.8.2 Visitors should be asked not to leave personal items unattended.

3.9 Staff and Volunteers Property

- 3.9.1 The Hospice accepts no liability for any loss of or damage to personal property of staff and volunteers.
- 3.9.2 Personal items of value should not be brought into the premises.
- 3.9.3 All staff can be provided with lockers. Alternatively lockable cupboards or drawers should be used for the safekeeping of handbags, purses etc.

Original Validation Date: August 1996
Revalidation Date: August 2010
Review date: August 2013
Responsibility of: Director of Nursing