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The Author and Owner have been notified and document review has been requested.**

	Document Title	Document Number	Issue Date
	<b>SAFE GUARDING OF PATIENTS' PROPERTY</b>	<b>348</b>	<b>14/11/2019</b>
	Approved By	Version Number	Review Due Date
<b>POLICY</b>	<b>Mohammed Khalid Al Mana – Chair, Transition Committee</b>	<b>2</b>	<b>14/11/2021</b>
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<b>SCOPE</b>	Organizational <input checked="" type="checkbox"/> Departmental <input type="checkbox"/>
<b>TITLE</b>	Safe Guarding of Patients' Property
<b>PURPOSE</b>	To provide staff with information on the process implemented within Sidra Medicine regarding how patient possessions will be accounted for and protected from theft or loss
<b>APPLICABLE TO</b>	Sidra Staff
<b>DEFINITIONS</b>	<b>Patient Property:</b> Patient's personal possessions, including clothing, valuables etc.
<b>EXPECTED OUTCOME</b>	To provide Sidra staff with information on how to manage Patient Property when the patient is unable to assume responsibility for their own property. To provide staff with information on the action to be taken if property is misplaced or lost.

<b>POLICY STATEMENT</b>	
<ol style="list-style-type: none"> <li>1. This policy considers the process for managing the possessions of emergency patients, same day surgery patients, inpatients and patients that are unable to make alternative safekeeping arrangements and those incapable of making decisions regarding their possessions.</li> <li>2. Prior to planned hospital admission or day surgery, patients and/or their families will be advised not to bring any valuables into the hospital.</li> <li>3. Patients attending Sidra Medicine for a procedure or day surgery may be provided with a locker to store their personal belongings. Where this is not possible, they will be stored in the unit manager's office for safekeeping.</li> <li>4. Where valuables are brought into the hospital, the patient and/or their family will be advised for them to be taken home for safekeeping, during the patients hospital stay.</li> <li>5. Valuables should preferably be left at home or removed by the patient's relative/guardian. Referencing the General Consent for Treatment Form (see appendix 2) the following statement is accepted by the patient – "I further understand and agree that personal property brought into any Sidra Medicine facility is my responsibility and Sidra Medicine shall not be liable for loss or change."</li> <li>6. Where a safe is available in the patient room, patients and/or their family will be advised to place personal items/valuables into the safe for safekeeping.</li> <li>7. On transfer of the patient to another bed or on discharge home, nursing staff will remind the patient and/or their family to remove their valuables/possessions from the safe.</li> <li>8. Where it is not possible, for the patient and/or a family to take care of a patients possession, two Sidra Staff will make a list of the patients possessions on the patient possession form (see appendix 1), and place a copy of the form into the patient medical record. The property will be placed in a secured plastic bag with a duplicate copy of the form and the items will be deposited with Protection Services.</li> <li>9. When the patient is able to take possession of the property, it will be coordinated by the nurse responsible for the patient.</li> </ol>	

10. If the patient is unable to collect the possessions (i.e., deceased patient), the family will be supported in the retrieval of property from Protection Services by Sidra Hospital Social work Staff.

**LOST PROPERTY:**

11. Any mislaid property, property left in a patient room following discharge or transfer of the patient, will be placed in a bag with the details of the room/unit number and sent by the unit clerk to Protection Services.
12. This property will be kept by the hospital for six months and will then disposed of by Protection Services if not claimed within that time.
13. Patients and/or family wishing to retrieve mislaid property will be supported in the reclamation of their property by patient experience.

**STOLEN PROPERTY:**

14. Sidra Medicine has put many systems and processes in place to ensure the safety and security of patient and family valuables and possessions however, they are not responsible for their safekeeping.
15. Where valuables and/or property are thought to be stolen, Sidra Medicine security team will make every effort to support their recovery.
16. Any item that is thought to be stolen is to be reported into Datix and will be managed in accordance with the event reporting process.

<b>COMPLIANCE REFERENCES</b>	Joint Commission International, Joint Commission International Accreditation Standards for Hospitals, 6 <sup>th</sup> edition, Chicago, IL, Joint Commission Resources: 2017. JCI - FMS.4.JCI- PFR.1.4
<b>RELATED DOCUMENTS</b>	Patient Property Handling Form General Consent Form Informed Consent Form
<b>REFERENCES</b>	International Association for Healthcare Security and Safety (IAHSS) (2019), Healthcare Security Basic Industry Guidelines.
<b>NAME OF AUTHOR</b>	Paul Slebodnik – Executive Director Facilities Management
<b>POLICY OWNER/ DEPARTMENT</b>	Chief of Administrative Services / Facility Management
<b>APPROVAL BODY</b>	As per Executive Committee Delegation of Authority for Policy Approval (V.4 12 August 2018)
<b>MEASUREMENT OF COMPLIANCE</b>	100% of property retained by Protection Services will be logged into the property for safe keeping/lost and found log.
<b>KEYWORD SELECTION</b>	Keyword 1 :Property Keyword 2 : Valuables Keyword 3 :Possessions Keyword 4 : Patient possession form

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<b>Version Number</b>	<b>Issue Date</b>	<b>Summary of Amendments Key Changes</b>	<b>Communication Message</b>
1	18/01/2016	New Policy	
2	14/11/2019	<p>Amended documentation to include safekeeping arrangements for possessions where patients are incapable of making decisions regarding their possessions.</p> <p>Added reference to the lockers being the first mode of safekeeping of patient's properties.</p> <p>Added guidelines for Lost and found items</p> <p>Added guidelines for management of stolen items</p> <p>Name of owner updated to Chief of Administrative Services.</p> <p>Revised clause 5</p> <p>Changed the word "relative" to "family" in clause 6, 7, 8</p> <p>Revised clause 9, 10, 11, 12, 15</p> <p>Added appendices 1 and 2</p>	<p>The purpose of this policy is to provide Staff with information on the process implemented within Sidra Medicine regarding how patient possessions will be accounted for and protected from theft or loss.</p> <p>Amended documentation to include safekeeping arrangements for possessions where patients are incapable of making decisions regarding their possessions.</p>

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Appendix 1

Patient's Property Handling Form



Property Tag Reference Number

Patient's full name \_\_\_\_\_ Patient's Phone number \_\_\_\_\_ Unit Nurse's Name \_\_\_\_\_  
 Patient's unique ID number \_\_\_\_\_ Name of Family member \_\_\_\_\_ Security Officer's Name \_\_\_\_\_  
 Gender \_\_\_\_\_ Telephone # of family member \_\_\_\_\_ Property collection date \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Patient's Room number \_\_\_\_\_ Date items handed over to Security \_\_\_\_\_  
 Location (Unit and Floor) \_\_\_\_\_

Items handed over to Security		Items handed over to Nurse					
Property Description	Date	Time	Name of Security staff	Signature	Name of Unit Nurse	Signature	
1							
2							
3							
4							
5							
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12							
13							

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