	St. Clair Twp. New Miami Life Squad	Document No.: OPS-P-033	Revision: -	Pg. 1 OF 4
		Title: Policy, Patient Personal Property		

Revision History:				
Rev.	Description of change:	Initiated By:	Approved By:	Effective Date:
-	Initial Release	S.Weigold	R.Bubemyre	07/27/05

1.0 PURPOSE

The Patient Personal Property Policy exists to provide direction for members of the St. Clair Twp. – New Miami Life Squad in the handling of patient personal property in order to prevent its loss.

2.0 SCOPE

2.1 APPLICABILITY

This policy applies to all members of the St. Clair Twp. – New Miami Life Squad regardless of rank or seniority.

2.2 RESPONSIBILITY

All department officers are responsible for ensuring compliance with this policy.

3.0 DEFINITION OF TERMS

No special terms are required for understanding this policy

4.0 REFERENCE DOCUMENTS

OPS-F-024 Form, Patient Personal Property


5.0 EQUIPMENT USED

No equipment is required for compliance with this policy

6.0 SAFETY CONSIDERATIONS

There are no special safety considerations for compliance with this policy.

7.0 SPECIAL REQUIREMENTS

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There are no special requirements for compliance with this policy.

8.0 POLICY

8.1 General Considerations

The primary concern for department staff on an emergency call (secondary to safety) should be the patient care being provided. As such, it is strongly suggested that patient personal belongings taken with a patient during transport should be limited to those directly related to patient care for the emergency at hand. Other personal belongings should be left home, secured in the patient's vehicle, or kept under control of the patient's relatives whenever possible. Department staff should only take control of patient personal property as an absolute last resort.

8.2 Identifying Patient Personal Property


Anything accompanying the patient that is not property of or supplied by the department is patient personal property and as such falls under the direction of this policy. In general, it is not necessary to assume control of patient personal property unless it is removed from the patient for any reason. As such, anything removed from the patient's person for any reason should be controlled as indicated in this policy. Examples include:

- ? Clothing removed during assessment
- ? Patient medications
- ? Money
- ? Jewelry
- ? Purse
- ? Wallet

8.3 Control of Patient Personal Property

It is recognized that occasionally, due to the circumstances of the call, that department staff may need to take control of patient personal property. Examples of this may include necklaces removed due to C-spine precautions, and possessions found on or with unconscious patients.

In any case where department personnel need to take control of patient personal property, the treating attendant is responsible for ensuring

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control of the patient's property until such time as it can be transferred to another responsible person in a controlled and documented fashion.

Crew members other than the treating attendant receiving patient personal property will immediately make the treating attendant aware of the property and ask for disposition orders. The treating attendant may allow other crew members to secure patient personal property until transfer can be accomplished, but as indicated above, the treating attendant is responsible for ensuring control.

Patient personal property will be transferred to another responsible individual and documented as soon as possible provided the transfer does not interfere with patient care.

Examples of acceptable responsible individuals are:

- ? Hospital staff (generally the nurse accepting the patient, hospital security)
- ? Deputy Sheriffs
- ? Police Officers
- ? Properly identified patient relatives
- ? Patient

8.4 Documentation of Patient Personal Property


Upon receipt of patient personal property, immediately if possible, an inventory will be taken of the personal property under department control. The inventory will be documented on form OPS-F-024 and witnessed.

The form will also include the patient's name, and the run number.

When the patient personal property is transferred to another individual, the name of the individual will be recorded along with the relationship to the patient, and this person will sign the form indicating receipt of the property. This form will be submitted to the department with the other run documentation and will remain a component of the patient record.

9.0 DOCUMENTATION

Policy specific documentation requirements are indicated in the policy above.

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Non-compliance with this policy will be documented as needed using the standard department complaint procedure.