Patient Belongings and Valuables
Lock Up Education
Goals and Objections

Goal: To familiarize staff with changes in the philosophy and management of patient belongings and valuables.

Objectives:

• Explain documentation and management of patient belongings/valuables upon patient admission.

• Describe the proper procedure for returning valuables upon patient discharge.
Space to store patient belongings and valuables is limited. Staff should encourage patients to send items home whenever possible.

The hospital will not accept responsibility for items that are kept at the bedside. Patients need to be informed of this upon admission to the unit. This discussion takes place at the patient’s bedside with the unit staff.
What should be locked up?

• Belongings/valuables for patients that are on suicide precautions or being screened by SBBH.
• Belongings/valuables for patients that are unable to monitor their items while in surgery or another procedure and there is no family to take the items home or to secure the items for the patient.
• Any medications left at bedside.
• Tangible property including but not limited to, jewelry (rings, earrings, necklaces, watches or other similar types of bodily ornamentation), cash, credit cards, checks, dentures, eye glasses, contact lenses.
Securing/Storing Belongings

- Obtain a belongings kit from the Pyxis. This includes a belongings bag and patient armband.
- Place a Belongings (Aqua colored) armband on the patient.
- Inventory the items in front of the patient.
- Call Admission for an available locker number to have belongings locked in. Document the inventory of the items and locker number on the Admission History/Patient Belongings Assessment.
• Print the “Patient Belongings Sheet.” This is located in nursing custom reports on your Live screen. Review document and have patient sign and date. This states he/she agrees this list is complete. Add a copy of the list to the belongings bag and give a copy to the patient.

• All medications should be separated from other valuables and taken to Pharmacy.

• Obtain the locker key from Admissions.

• Place the items in the assigned locker in the belongings closet on the ground floor. You must have your badge for entry.

• Return the key to Admissions.
• When returning belongings/valuables. Locate the Patient Belongings Assessment on worklist.
• Select recalls on the assessment. Locate “Belongings Return” selection at the end of the assessment and enter the requested information. Locker number will be displayed in this selection.
• Print receipt; Located in Nursing Custom Reports- “Patient Belongings Sheet”
• Obtain the key from admissions, retrieve the patient’s items, returns to admissions then returns the items to the patient.
• If the items are in Pharmacy, retrieve the items and returns them to the patient.
• The nurse and patient/family will inventory and sign the belongings sheet. The form is placed for medical records to scan in.

• ED will place the belongings of admitted patients that are unable to care for their own items, have gone to surgery, or are on a suicide watch, in the storage closet, pharmacy or safe during transfer to the floor and document as such in the Assessment.
Medications

• Patients are discouraged from taking home medications while in the hospital. Under limited and unusual circumstances, the patient's own medication maybe used according to guidelines established by the Pharmacy and Therapeutics Committee.
• Patients shall be asked to send their own medications home with a family member. In the event that the patient cannot send their own medications home, the patient’s medications will be stored in the Pharmacy Department in a sealed envelope and returned to the patient prior to discharge.
• Inventory the items in front of the patient.
• Count all control substances and document the medication name and number of pills in bottle under Medication tab in Admission History/Patient Belongings assessment.
  – Tips on Identifying control substances: Prescription numbers which starts with the letter “C” or the number “2, 3, or 4”
• All medications/prescriptions should be separated from other valuables and taken to Pharmacy.
  – Pharmacy will scan a copy of Patient Belongings sheet
Documentation

• When documenting belongings/valuables, be descriptive without branding.

• Example: Yellow band with clear stone versus gold diamond ring