

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: Patient Personal Property

CAAS: 202.04.01

Effective: June 2009

Reviewed: December 2012

Revision: 1

Pages: 1

I. PURPOSE:

The purpose of this Standard Operating Guideline is to define the handling of patient's personal property by LCEMS staff.

II. GUIDELINE:

In order to minimize the potential for misplacing patient's personal property, LCEMS personnel will document in the patient care record (PCR) the disposition of personal property transported with the patient to the destination facility or removed from the patient's person during the delivery of patient care.

III. POLICY:

Patient personal property will remain in the possession of the patient or their family/designee whenever possible.

- Medications, their name, strength, and frequency of use, should preferably be documented in writing as a medications list rather than transported with the patient.
- Personal items such as purses, handbags, wallets, back-packs etc. should remain on the stretcher with the patient. (as patient care needs allow).
- Any jewelry removed from the patient should be given to a family member, or placed in the patient's pocket or purse etc. (Document in PCR).
- Biographical data (Driver's License, Insurance Cards, and Social Security Cards) shall be returned directly to the patient or family member.
- If personal property of a patient is found after a patient has been transferred to the hospital, but before the end of the crew's shift, the crew will contact the on-duty supervisor for permission to return the property to the hospital.
- If personal property of a patient is found after patient has been transferred to hospital, at the end of the crew's shift, (or it is found by another crew) the crew shall turn the property into logistics. The Logistician will then give the property to the Administrative Assistant in the office, who will attempt to contact the patient or a family member to return the property.