

 <p>Bwrdd Iechyd Prifysgol Caerdydd a'r Fro Cardiff and Vale University Health Board</p>	<p>Reference Number: UHB 295 Version Number: 1 Date of Next Review: August 2018 Previous Trust/LHB Reference Number: N/A</p>
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USE OF LOCKERS IN THE LLANFAIR UNIT PROCEDURE UNIVERSITY HOSPITAL OF LLANDOUGH

Introduction and Aim

Lockers are available in the communal lounges on both Newid and Gorwel ward. These are allocated by the nurse in charge on the day of admission for use by service users to allow for safekeeping of valuable or confidential personal property.

Objectives

- Safe storage of valuables and confidential property for service users

Scope

This procedure applies to all of our staff in the Llanfair Unit, Llandough Hospital, including those with honorary contracts

Equality Impact Assessment	An Equality Impact Assessment has not been completed as this Procedure is in support of: Patient Property Policy which has a valid EQIA.
Documents to read alongside this Procedure	Patients' Property
Approved by	Mental Health Policy Group Adult Mental Health Patient Quality & Safety Clinical Board Quality & Safety
Accountable Executive or Clinical Board Director	Clinical Board Director for Mental Health
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Disclaimer

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the [Governance Directorate](#).

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Summary of reviews/amendments			
Version Number	Date of Review Approved	Date Published	Summary of Amendments
1	15/08/2015	07/04/2016	New Document

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DAY ROOM LOCKERS

- There are sufficient lockers (20) on each ward located in the day room area, each with its own access code.
- On admission/transfer to the ward, the service user is allocated a locker and advised to choose a 4 digit number that is memorable to them. Staff should not be aware of any codes and they are not to be documented.
- In the event of a service user forgetting their access code, an over-ride key is available, which is held by the nurse in charge (the over-ride key must only be held by the nurse in charge).
- In the event that the over-ride key is used this must be recorded in the service user's notes on PARIS.
- Following service user discharge, the locker code should be re-set at zero in readiness for the next service user use.

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ADMISSION PROCEDURES TO BE FOLLOWED TO ASSIST SERVICE USERS WITH SECURE STORAGE OF PERSONAL BELONGINGS

- The following should be adhered to by staff members, as part of the admission/transfer procedure in the integrated care pathway:

Completion of the Cardiff and Vale UHB Patient property and clothing record sheet and Patients property liability disclaimer form.

The staff member that is admitting or receiving the transfer of a service user is required to explain to the service user, (or family member/friend, where the service user is assessed and does not have capacity), that valuables, such as jewellery, or large amounts of money, (over £30), should be taken home or kept in the cashier's safe until discharge.

If the service user wishes to retain valuable items, bank cards or money, staff should advise that they utilise the lockable lockers in the day area. If a service user lacks capacity staff should act in the best interest of the service user and are responsible for the property / valuables so these should go to the cashiers safe.

Service users should be asked to notify staff members if they subsequently bring valuable items or large amounts of money onto the ward. In this case, staff should repeat the above and record that this advice has been offered to the service user on Paris records.

Additional information

Staff are responsible for ensuring that a property Disclaimer Form has been signed upon admission or transfer, if the client refuses to sign, staff to write "refused to sign" and date and sign under this. This form to be stored within ICP documentation or alternatively the form can be filed alone in the service user notes.