

Ngā Rau Rākau Tāngata Whaiora Property and Valuables Management Guideline

MHAPPM/8503

Approved by:	General Manager – Mental Health & Addiction	First Issued:	June 2002	
Signature:	David Warrington	Review Date:	July 2022	
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Purpose

The purpose of this document is to outline Ngā Rau Rākau staff responsibilities when providing the safekeeping of tāngata whaiora property and valuables during their admission.

This document is to be used in conjunction with MHAPPM/8953 – [Mental Health and Addiction Group Policy](#) which outlines the shared vision and expectations for the direction, values, principles, attitudes and ways of working to deliver a values based service.

Principles

All Te Whatu Ora – Health New Zealand, Te Matau a Māui Hawke’s Bay documents are based on and link back to our values; **He Kāuanuanu** (respect), **Ākina** (improvement), **Raranga Te Tira** (partnership) and **Tauwhiro** (care), and are detailed so all persons are provided with clear information on the way they are expected to practice and undertake tasks.

Scope

This policy applies to all staff working within Ngā Rau Rākau .

Definitions

Refer to the Mental Health Service Definitions Glossary [\\FS3\share\Public\All Users\MHS Policy review\DEFINITIONS FOR WORDS AND TERMS IN USE WITHIN THE MENTAL HEALTH SERVICE.docx](#).

Roles and Responsibilities

Role	Responsibility
Registered Nurse	Responsible for checking and documenting the tāngata whaiora property on admission and providing an itemised list, removing any risk and/or valuable items and placing in safe keeping.
Tāngata whaiora	Property and valuables retained by tāngata whaiora are their responsibility and the tāngata whaiora is informed that Te Whatu Ora, Te Matau a Māui Hawke’s Bay does not accept responsibility for these valuables, and this to be documented in the health record.

Guideline

Property Management

On admission to Ngā Rau Rākau, the tāngata whaiora Property Form is completed. This form lists belongings brought in on admission, including any items that are taken into safe custody and placed in the valuables safe.

The admitting nurse needs to indicate on the form and in the health record the location of the tāngata whaiora property:

- Managed by tāngata whaiora and kept in their bedroom (Kahikatea and Kowhai tāngata whaiora)
- Returned home with family
- Located in the tāngata whaiora property cupboard
- Cash, valuables, wallets, etc. placed in tāngata whaiora property envelop and placed in valuables safe.

Property is checked to ensure that property is appropriate for being on the ward and to ensure that no risk items such as medications, self-harming instruments and offensive material are removed whilst tāngata whaiora is admitted.

Due to the security of tāngata whaiora rooms, property can remain with tāngata whaiora in their rooms in Kahikatea and Kowhai wings. Staff must advise all tāngata whaiora that to maintain the security of their property that must shut their room doors when they exit the room.

Pukatea tāngata whaiora may have limited personal items in their rooms, the type and amount of items will be based on tāngata whaiora mental state, presentation and risk assessment. No cords, heavy shoes, excessive clothing or electronic devices will be kept in Pukatea tāngata whaiora rooms.

Excessive property will not be stored on the ward due to limited space. The tāngata whaiora family/support people will be contacted in the first instance to collect excessive property, where the tāngata whaiora does not have anyone identified or able to collect then the key worker will need to assist the tāngata whaiora to find appropriate storage of excessive property.

All tāngata whaiora property will be returned to the tāngata whaiora upon discharge but any property left behind on the ward following discharge will (where possible) be forwarded to the tāngata whaiora key worker to return to the tāngata whaiora.

All lighters and tobacco products and vapes will be handed in by Kahikatea and Kowhai tāngata whaiora overnight and returned to the tāngata whaiora in the morning. Pukatea tāngata whaiora are not permitted to have lighters or tobacco products while in Puketea wing – Nicotine Replacement Therapy is to be offered and supplied as an alternative.

Staff need to document belongings in detail/specifics for example, “1 pair dark blue jeans, Amco brand” rather than simply “1 pair jeans”. Very difficult to locate items with generalised itemisation.

Items such as phone chargers, cords etc. which are often stored in nursing office need to be labelled with tāngata whaiora stickers on admission. This will mitigate items going missing or being misidentified and given to wrong tāngata whaiora.

Valuables Management

All tāngata whaiora property and/or valuables will be returned intact on discharge, or at a time when they are able to take responsibility for their safekeeping.

As many valuables as possible should be retained by family/whānau and this must be documented clearly in the tāngata whaiora health record and the tāngata whaiora property form.

The Registered Nurse plus one other staff member places the cash/valuables in a valuables envelope.

The valuables envelope is signed by both staff and the tāngata whaiora. If the tāngata whaiora refuses or is unable to sign this is documented on the property envelope and in the health record. Two staff are to sign the form if a tāngata whaiora refusing/unable.

Property envelopes are stored in the safe located in the nurses' station and a daily stock check of the valuables safe to be completed and signed for.

When the valuables are received back by the tāngata whaiora, the property envelope and property form is signed by the tāngata whaiora, witnessed and dated by a Registered Nurse and one other staff member. These are retained in the tāngata whaiora health record.

When part of a tāngata whaiora property or cash is returned a balance sheet is attached to the envelope, completed and signed by two staff and the tāngata whaiora.

The key to the valuables safe will be kept in an unlocked cupboard in the nurses station for ease of access.

The controlled medications safe key is located in a locked cupboard in the medication room.

PIN numbers are not requested or accepted under any circumstance, by staff or others.

If tāngata whaiora bring valuable items into Ngā Rau Rākau and refuse or are reluctant to have the items stored in the valuables safe, then one of three options must be followed:

- Valuables to be returned home with family/whānau **or**
- Based upon an assessment of the tāngata whaiora capacity to keep their valuables safe, they will be returned to the tāngata whaiora **or**
- Valuables to be removed placed in the property envelope and process followed as described above, with documentation in the progress notes of the health record.

Measurable Outcomes

Tāngata whaiora will receive their property in the same condition as it was listed the commencement of their admission.

All property will be returned upon discharge.

Consumer satisfaction.

Related Documents

MHAPPM/8953 – [Mental Health and Addiction Group Policy](#)

TMMHB/IVTG/036 - [Nicotine Replacement Therapy \(NRT\)](#)

References

No references

Keywords

Tāngata whaiora Property Form
Valuable Safe Checklist

***For further information please contact the Clinical Nurse Manager –
Mental Health Intensive Service***