



**Public – To be published on the Trust external website**

# Guidance for Handling of Patients' Monies and Valuables

**Ref: FIN-0007-v3.2**

**Status: Approved**

**Document type: Guidance**

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## 1 Introduction

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Tees, Esk and Wear Valleys NHS Foundation Trust (the Trust) recognises the necessity for a consistent and documented approach to the handling of patients' monies and valuables.

This procedure is critical to the delivery of [Our Journey To Change \(OJTC\)](#) and our ambition to co-create safe and personalised care that improves the lives of people with mental health needs, a learning disability or autism. It helps the Trust deliver our three strategic goals as follows:

- This procedure supports the Trust to co-create a great experience for all patients, carers and families from its diverse population by ensuring choice and control regarding monies and valuables.
- This procedure supports the Trust to co-create a great experience for colleagues by providing concise and transparent guidance for the handling of patients' monies and valuables.
- This procedure supports the Trust to be a great partner by having a shared understanding of the needs of our communities.

## 2 Purpose

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Following this procedure will help the Trust to:

- Provide a safe and secure environment as specified in the regulations which underpin the quality standards overseen by the Care Quality Commissions
- Take all reasonable measures to ensure patient's cash and valuables are secure, whether deposited or not



The Trust will not be liable for the loss of monies or damage to valuables not deposited for safekeeping unless it can be proved the loss of damage was due to the negligence of an employee of the Trust.

## 3 Who this procedure applies to

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- All Trust employees

## 4 Related documents

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Please refer to [Appendix 3 - Managing Patients' Monies and Valuables Flowchart](#) as developed by NHS Protect.

This procedure also refers to:

- [Petty Cash Procedure](#)



If you have any queries regarding the handling of Patients' Monies or Property that have not been covered in this Procedure Note, please refer to:

Financial Control Department  
Tees, Esk and Wear Valleys NHS Foundation Trust  
Flatts Lane Centre  
Flatts Lane  
Normanby  
TS6 0SZ

Telephone Number – 03000 200 317 (Option 2)

## 5 General procedure



### Trust Disclaimer

A disclaimer notice **must** be displayed in all community/outpatient public areas/wards and inpatient units to the effect the Trust cannot be held liable for loss of monies or valuables unless deposited for safe keeping, or unless it can be proved the loss of damage was due to the negligence of an employee of the Trust.

On admission staff members should advise patients that any monies or valuables (including debit/credit cards) held whilst on a Trust site must be kept to a minimum. Wherever possible, monies and valuables not required should be presented by the patient to a relative or friend at the time of admission for safekeeping.

Where a patient decides not to deposit monies or valuables for safekeeping, the patient must be informed that doing so involves a higher risk of loss. If the patient decides to retain monies and/or valuables, a Patient Disclaimer Statement must be signed ([Appendix 4 - Patient Disclaimer Statement](#)); a copy of the Patient Disclaimer Statement is to be offered to the patient for personal retention. The ward/unit copy is to be retained in a ward patient disclaimer file.

For patients who, upon admission, are unable of being responsible for their own affairs, the possessions shall be examined in the presence of two staff members. Any monies and valuables are to be clearly named and held in a secure storage until the patient has recovered sufficiently to make an informed decision.

A Patient Cash Account should be completed for deposited monies and a Patient's Valuables Account should be completed for all valuables ([Appendix 5 - Patient Cash Account](#) and [Appendix 6 - Patient Valuables Account](#)).

Under the Mental Capacity Act 2005 (MCA 2005) healthcare professionals can make decisions on behalf of patients who lack capacity.

## 5.1 Cash deposited for safekeeping

Where a patient deposits monies for safekeeping, the following process must be followed:

- All monies deposited for safekeeping are to be counted in the presence of the patient or representative, where possible. Where not possible, another staff member is to be present
- A new Patient Cash Account is to be completed ([Appendix 5 - Patient Cash Account](#)), inputting the initial cash amount deposited; signatures of the patient or representative and staff member(s) are to be obtained
- The Patient Cash Account will be used during the period of admission for any monies received and/or returned to the patient; signatures of the patient or representative and staff member(s) are to be obtained
- If a patient or representative is unable to sign the Patient Cash Account, the senior ward/unit nurse and another staff member, as witness, must sign the Patient Cash Account



Small amounts of monies can be retained securely on the ward - recommend maximum of £50 per patient (ward/unit manager discretion).



It is not permitted for monies to be left unsecured on a ward/unit.



Monies deposited in a safe must be reconciled with the Patient Cash Accounts weekly by two staff members and evidence of the reconciliation available for audit purposes

## 5.2 Valuables deposited for safekeeping

Where a patient deposits valuables for safekeeping the following process must be followed:

- The Patient's Valuables Account is to be completed ([Appendix 6 - Patient Valuables Account](#)), inputting the valuables deposited; signatures of the patient or representative and staff member are to be obtained.

- The terms 'gold', 'silver', 'diamond' etc... must not be referenced in describing valuables due to the risk to the Trust of false representation. The terms 'yellow metal', 'white metal', 'white stone' etc... must be referenced
- For deposits of bank books/cheque books etc... the serial numbers and expiry date must be input on the Patient Valuables Account
- For deposits of debit/credit cards only the last 4 card numbers must be input in the Patient Valuables Account
- The Patient Valuables Account will be used during the during the period of admission for any valuables deposited or returned to the patient
- If a patient or representative is unable to sign the Patient Valuables Account, the senior ward/unit nurse and another staff member, as witness, must sign the Patient Valuables Account



It is not permitted for valuables to be left unsecured on a ward/unit.



Valuables deposited in a safe must be reconciled with the Patient Valuables Accounts weekly by two staff members and evidence of the reconciliation available for audit purposes.

### **5.3 Transferral from Ward/Unit to Secure Storage**

If monies and/or valuables are to be transferred to secure storage (Patients' Bank/Cashier) or to another ward/unit, the Patient Cash Account and/or Patient Valuables Account must be updated to document the transfer. The Patient Cash Account and/or Patient Valuables Account are to be transferred with the monies and/or valuables.

A Patient's Property Book must be completed by a staff member with accurate details of the monies and/or valuables being transferred to Patients' Bank/Cashier or between ward/unit ([Appendix 7 - Patients Property Book](#)).

The staff member must ensure the carbonated copy sheets in the Patient's Property Book are clearly legible and the Patient's Property Book is easily available for patients or representatives to review upon request.

The following process must be followed:

- First copy of the form to accompany the monies and/or valuables
- Second copy of the form to be presented to the patient or representative
- Third copy to remain in the Patient's Property Book, on the ward

Spoilt sheets within a Patient's Property Book are to be marked 'Cancelled' and all copies retained in the Patient's Property Book.

If at the point of transfer a patient currently has monies and/or valuables stored at Patient's Bank/Cashier, or a patient has received monies direct into a Trust bank account i.e. benefits, a Patient Transfer Form ([Appendix 8 - Patient Transfer Form](#)) must be completed by a staff member and sent to Patients' Bank, Roseberry Park Hospital. This provides notification to Patients' Bank, Roseberry Park Hospital the patient is transferring ward/unit. Patients' Bank, Roseberry Park will then update the Patients' Bank accounting system to ensure monthly patient statements are issued to the correct ward/unit.

Please refer to [Section 7.4](#) if a ward/unit has no access to a Patients' Bank/Cashier.



It is not permitted for monies or valuables to be left unsecured on a ward/unit.

## 6 BR409 Admission to Hospital

There is no obligation on the Trust to notify the Department for Work and Pension (DWP) or a local authority in relation to a patient's circumstance except if a patient lacks capacity and has no representative. If a patient is admitted as an in-patient and lacks capacity and has no representative, and the patient is under pensionable age and is in receipt of benefits, it is Trust policy to inform the DWP.

Staff members must complete a Notice of Hospital Admissions (BR409 Form) ([Appendix 9 - Notice of Hospital Admissions \(BR409 Form\)](#)) for each new in-patient admission. One completed and signed by a ward/unit staff member, the BR409 form must be sent to Patients' Bank, Roseberry Park Hospital for review and forwarding to the applicable DWP office. This is to ensure a change of address for a patient is registered with the DWP and minimises any delay in receipt of payments from the DWP.

If a patient refuses to give consent to the completion of a BR409 form, it is the duty of ward/unit staff to explain to the patient the consequences of failure to inform the DWP of in-patient admission. Failure to consent will result in the patient being in breach of the terms and conditions of receiving payments from the DWP and may result in:

- An overpayment requiring to be repaid at a later date
- Reduction in any future payments of any type if unable to repay an overpayment

If a patient continues to refuse consent to the completion of a BR409 form, complete the form and enter the date in the signature box. Retain the BR409 form in the patients' file.





Only completed and signed BR409 forms are to be forwarded to Patients' Bank, Roseberry Park Hospital. A BR409 form must contain a patient name, national insurance number, type of benefit, patient signature and admission date. Patients' Bank, Roseberry Park Hospital will also require a discharge date for a discharge sick note to be sent ([Appendix 10 - Patient Discharge Form](#)).

If a patient prefers for payments from the DWP to be paid into a personal bank account not belonging to the Trust, the patient must complete a DP Gen 06/12 Direct Payment Into an Account form ([Appendix 11 - DP Gen 06/12 Direct Payment Into an Account](#)). Part 1 and part 4 are the only sections of the form to be completed by the patient or ward/unit staff. Once completed the form is to be forwarded with BR409 to the Patients Bank, Roseberry Park Hospital. An account for the patient is then created.

## 7 Cash Withdrawals

### 7.1 Petty Cash

On occasion a patient lack may capacity and/or temporarily has no monies available. Ward/unit staff may utilise petty cash to acquire incidental purchase i.e., toiletries. The petty cash is then to be reimbursed from patient monies, once available.

### 7.2 Patients' Bank, Roseberry Park Hospital

Access to Patients' Bank, Roseberry Park Hospital is between 09:00am – 12:00pm Monday to Friday. Patients' Bank also remains open until 15:00 on a Monday. Patients can access funds deposited at Patients' Bank, Roseberry Park Hospital either by personal cheque books or via bulk withdrawal books held and collected by ward/unit staff.

An assessment form must be completed by ward/unit staff to ascertain if a patient has the capacity to manage monies with or without supervision. If supervision is required a 'U' is placed on the cheque book and ward/unit staff are required to countersign the transaction at all times.

Cash withdrawals are permitted, as follows:

Managed Own Funds	Assistance with Own Funds
Up to £40.00 - patient signature	Staff member signature for all transactions
Up to £100.00 - staff member signature	Staff member signature for all transactions
>£100.00 - consultant/nurse in charge signature	Staff member signature for all transactions

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## 7.3 Cashier (Lanchester Road Hospital/West Park Hospital)

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Cash withdrawals are facilitated by a staff member completing a Withdrawals From Patients' Personal Accounts (Bulk Withdrawal) ([Appendix 12 - Withdrawals From Patients' Personal Accounts \(Bulk Withdrawal\)](#)).

The Withdrawals From Patients' Personal Accounts (Bulk Withdrawal) form must contain two staff member signatures. A staff member presents the Withdrawals From Patients' Personal Accounts (Bulk Withdrawal) form to Patients' Bank/Cashier, obtains the requested monies and distributes the monies to patients. Each patient must sign the yellow copy of the Withdrawals From Patients' Personal Accounts (Bulk Withdrawal) form as acknowledgement of receipt of monies; the yellow copy is then returned to the Patients' Bank/Cashier.

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## 7.4 No Access to Patients' Bank/Cashier

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If monies have been banked into the Trust bank account, patients can access monies as follows:

- Use of petty cash – ward/unit staff need to confirm the patient balance available with Patients' Bank/Cashier; if funds are available petty cash is utilised. A petty cash receipt must be signed by the patient. Petty cash is reimbursed via a reimbursement to the petty cash float, as per the petty cash procedure
- Cheque request – if there is no petty cash facility on a ward/unit, a memo requesting a cheque be raised is sent to Patients' Bank/Cashier

If monies are withdrawn from Patients Bank/Cashiers or additional funds obtained by the patient from external sources e.g. own access to benefits, family etc... and are deposited by the patient, the procedure for cash safekeeping must be adhered ([Section 5.1](#)).

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## 8 Authorisation of Expenditure on Behalf of Patients

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Proposals to utilise monies to make purchases on behalf of patients are to be discussed between the ward/unit manager and patient, carers and where applicable, clinical team members. Such discussions are to be documented in the patient's care plan.

It is a requirement of the authorisation process for managers of a ward/unit to be satisfied the items to be purchased meet the patient's needs and will be of direct benefit to the patient. Prior to making purchase, the ward/unit manager must ensure that the patient has sufficient monies on deposit to facilitate the purchase.

The cash advance provided to a staff member must be recorded and signed for by the staff member on a Patient Cash Account.

Items purchased under a pooled arrangement are not permitted.

Cash withdrawal authorisation levels for expenditure are as follows:

- Up to £50.00 per week or £10.00 per day - ward/unit manager
- Up to £200.00 per patient - service manager
- Up to £500.00 per patient - locality manager
- >£500.00 per patient - director

All purchases must be recorded on a Record of Spending form ([Appendix 13 - Record of Spending](#)). Receipts must be obtained and attached to the Record of Spending form.

Any excess monies must be deposited into a patient's account/safekept on a ward/unit and recorded on the Patient Cash Account. The ward/unit manager must ensure the items purchased are recorded on the Patient's Valuables Book if considered a high value item ([Section 5.2](#)).

## 9 Patient Discharge

Deposited monies and valuables must be returned to a patient on discharge. The Patient Cash Account and Patient Valuables Account must be signed by the patient or a representative and duly witnessed by a staff member.

For monies and valuables deposited at Patients' Bank/Cashier, the ward/unit staff are required to submit a Patient Discharge Form ([Appendix 10 - Patient Discharge Form](#)) to Patients' Bank/Cashier with a minimum of 48 hours' notice prior to the patient discharge.



It is recommended the maximum amount of cash returned to a patient on discharge is £100.00; any remaining monies are to be paid by cheque presented to the patient on discharge (requested from Finance minimum 48 hours prior to discharge) or sent to the discharge address.

Monies and valuables deposited with Patients' Bank/Cashier will only be returned to a patient if accompanied by a staff member. A receipt will be issued to be signed by the patient and the Patients' Bank/Cashier and countersigned by the accompanying staff member.

If a patient is unable to collect monies and valuables from Patients' Bank/Cashier, a staff member is permitted to collect on behalf of a patient; a receipt must be signed by Patients' Bank/Cashier and the staff member. Monies and valuables returned to a ward/unit must be entered onto the Patient Cash Account and Patient Valuables Account as returned from Patients' Bank/Cashier and retained on the ward/unit until returned to the patient ([Sections 5.1](#) and [5.2](#)).

For Trust sites with no Patients' Bank/Cashier, a Patient Discharge Form must be completed and sent to the applicable Patients' Bank/Cashier holding the monies and valuables to permit the monies to be returned by cheque, and collection or recorded delivery of valuables to the patient, with a minimum of 48 hours' notice prior to the patient discharge.

## 9.1 Non-collection/delivery of Valuables

For any valuables not collected or recorded delivered on discharge, Patients' Bank/Cashier or the ward/unit manager (dependent on where the valuables are stored) must send a letter within 7 days of discharge to the individual advising of the need to personally collect the valuables.

If after 14 days there has been no contact from the individual, a second letter must be sent stating if collection is not made within 7 days the items will be disposed of. Patients' Bank/Cashier or ward/unit manager must contact the Financial Control Department, [tevw.receiveables@nhs.net](mailto:tevw.receiveables@nhs.net) to arrange the secure transfer of valuable items to the Financial Control Department to be held for a period of 6 years, a period considered reasonable in accordance with the Limitation Act 1949.

Other property not listed as valuable and left by a patient and not claimed within 3 months can be assumed to be abandoned and may be disposed of by the Financial Control Department ([Appendix 14 – Standard Letters Monies and Valuables Not Collected on Discharge](#)).

Any other property not considered valuable and not deposited with the Patients' Bank/Cashier i.e., clothing, left on discharge will be retained by the ward/unit. A letter is to be sent by the ward/unit to the individual advising of left items and requesting collection in person. Items not collected within 3 months can be assumed to be abandoned and may be disposed of by the ward/unit.

Items of other property not considered valuable include:

- Clothing
- Spectacles
- Hearing aids
- Photographs
- Personal papers not included categorised as high valuable
- Razors

Records and copies of all relevant documentation for audit purposes must be retained for any disposed items.

## 10 Deceased Patient

In the event of a patient's death, monies and valuables not deposited for safekeeping are subsequently categorised as deposited for safekeeping and [Sections 5.1](#) and [5.2](#) apply.

All monies and valuables must be deposited at Patients' Bank/Cashier or credited into the Trust bank account at the nearest Barclays Bank PLC subsequent to completion of the Patient Cash Account and Patient Valuable Account.

The Patients' Bank/Cashier or ward/unit manager must notify the Financial Control Department for the attention of the Director of Finance, in writing, giving details of monies and/or valuables and provide next of kin details by completing a Memorandum of Deceased Patient (Appendix 15 – Memorandum of Deceased Patient).

Clothing and other personal items, as listed below, may be released to a relative on receipt of a signature and the relationship documented. Items must not be released to persons under 18 years of age as legal discharge cannot be given by persons under 18 years of age:

- Clothing
- Spectacles
- Hearing aids
- Photographs
- Personal papers not included categorised as high valuable
- Razors

The Patient Cash Account and Patient Valuables Account Property Book must be updated for transfer to the Financial Control department or the release of valuables to a relative. The Patient's Property Book must be completed to record the release of items.

For monies and valuables transferred to the Financial Control department, the Financial Control Department will contact the next of kin, as stated on the Memorandum of Deceased Patient/admission notes, requesting completion of the following:

- A form of enquiry (to confirm next of kin)
- A form of indemnity

Once completed, signed and witnessed copies of the above forms are retained in the Financial Control Department and monies and valuables released to the next of kin.

Rings, earrings or any other valuables which cannot be removed from the deceased shall be listed separately in the Patient's Property Book, with the top copy to remain with the deceased patient and the second and third copies remaining in the Patient's Property Book. A signature must be obtained on the two copies remaining in the Patient's Property Book from the person collecting the deceased patient, this usually being an undertaker.

The Director of Finance only shall dispose of the assets of a deceased patient in accordance with the law relating to the disposal of estates of deceased persons.

## 11 Controlled Stationery Requests

Requests for additional supplies of controlled stationery by email to [tewv.receiveables@nhs.net](mailto:tewv.receiveables@nhs.net), as follows:

- Patient Cash Account books containing sequentially numbered patient’s Patient Cash Account sheets for recording monies
- Patients Valuables Account containing sequentially numbered sheets for recording valuables
- Patient’s Property Books containing sequentially numbered sheets for recording monies and/or valuables transferred to Patients’ Bank/Cashiers or between wards/units
- Withdrawals from Patients’ Personal Account (Bulk Withdrawal) books are sequential numbered sheets used by wards/units to access patient’s monies from Patients’ Bank/Cashier on behalf of patients

## 12 Definitions

Term	Definition
Controlled stationery	<ul style="list-style-type: none"> <li>• Sequentially number stationery available from <a href="mailto:tewv.receiveables@nhs.net">tewv.receiveables@nhs.net</a>,</li> </ul>
Patient Cash Account	<ul style="list-style-type: none"> <li>• Book containing Patient Cash Account sheets for the recoding of the deposit and withdrawal of patient monies</li> </ul>
Patient Valuables Account	<ul style="list-style-type: none"> <li>• Book containing Patient Valuables Account sheets for the recording of the deposit and withdrawal of patient valuables</li> </ul>
Patient’s Property Book	<ul style="list-style-type: none"> <li>• Record the transfer of monies and valuables to Patients’ Bank/Cashier or ward/unit</li> </ul>
Petty cash	<ul style="list-style-type: none"> <li>• Monies held on a ward/unit to facilitate low monetary value purchases</li> </ul>
DWP	<ul style="list-style-type: none"> <li>• Department for Work and Pensions</li> </ul>

## 13 How this procedure will be implemented

- This procedure is to be published on the Trust Intranet
- Line managers to disseminate this procedure to all Trust employees through a line management briefing, ensuring adherence

### 13.1 Training needs analysis

Staff/Professional Group	Type of Training	Duration	Frequency of Training
Ward/unit staff	Awareness of procedure	As required	Annual
Patients' Bank/Cashiers	Awareness of procedure	As required	Annual
Finance	Awareness of procedure	As required	Annual

### 14 How the implementation of this procedure will be monitored

Number	Auditable Standard/Key Performance Indicators	Frequency/Method/Person Responsible	Where results and any Associate Action Plan will be reported to, implemented and monitored; (this will usually be via the relevant Governance Group).
1	Monies deposited in a safe must be reconciled with the Patient Cash Accounts weekly by two staff members and evidence of the reconciliation available for audit purposes	Frequency = weekly Method = reconciliation of monies deposited in a safe to Patient Cash Account Responsible = two staff members	Audit committee

### 15 References

This procedure draws on guidance from NHS Protect (see [Appendix 3 - Managing Patients' Monies and Valuables Flowchart](#)).

## 16 Document control (external)

To be recorded on the policy register by Policy Coordinator

Required information type	Information
Date of approval	16 November 2023 (v3.1)
Next review date	08 November 2026
This document replaces	Guidance for Handling of Patients' Monies and Valuables v3.1
This document was approved by	Senior finance meeting (virtual) (v3.1)
This document was approved	16 November 2023 (v3.1)
This document was ratified by	n/a
This document was ratified	n/a
An equality analysis was completed on this policy on	09 November 2023
Document type	Public
FOI Clause (Private documents only)	N/a

### Change record

Version	Date	Amendment details	Status
v3	09 Nov 2023	Full review with minor changes including update to current template and minor changes to wording. This review is pending the outcome of a Quality Improvement event.	Withdrawn
v3.1	16 Nov 2023	page 5, last paragraph minor wording amendment from 'incapable' to 'unable'.	Withdrawn
v3.2	10 Jan 2024	Minor formatting changes to tables to improve accessibility – formal approval not needed. Note – no change to content at this version.	Published



## Appendix 1 - Equality Impact Assessment Screening Form

Please note: The [Equality Impact Assessment Policy](#) and [Equality Impact Assessment Guidance](#) can be found on the policy pages of the intranet

<b>Section 1</b>	<b>Scope</b>
<b>Name of service area/directorate/department</b>	Operations and Finance
<b>Title</b>	Guidance for Handling of Patients' Monies and Valuables
<b>Type</b>	Procedure
<b>Geographical area covered</b>	Trust wide
<b>Aims and objectives</b>	<p>These are to ensure the Trust and staff:-</p> <ul style="list-style-type: none"> <li>• Provide a safe and secure environment as specified in the regulations which underpin the quality standards overseen by the Care Quality Commissions</li> <li>• Take all reasonable measures to ensure patient's cash and valuables are secure, whether deposited or not</li> </ul>
<b>Start date of Equality Analysis Screening</b>	08 November 2023
<b>End date of Equality Analysis Screening</b>	08 November 2023

Section 2	Impacts
<p><b>Who does the Policy, Procedure, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan benefit?</b></p>	<p>Patients, families, carers, staff and external agencies</p>
<p><b>Will the Policy, Procedure, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan impact negatively on any of the protected characteristic groups? Are there any Human Rights implications?</b></p>	<ul style="list-style-type: none"> <li>• <b>Race</b> (including Gypsy and Traveller) - no</li> <li>• <b>Disability</b> (includes physical, learning, mental health, sensory and medical disabilities) - no</li> <li>• <b>Sex</b> (Men and women) - no</li> <li>• <b>Gender reassignment</b> (Transgender and gender identity) - no</li> <li>• <b>Sexual Orientation</b> (Lesbian, Gay, Bisexual, Heterosexual, Pansexual and Asexual etc.) - no</li> <li>• <b>Age</b> (includes, young people, older people – people of all ages) - no</li> <li>• <b>Religion or Belief</b> (includes faith groups, atheism and philosophical beliefs) - no</li> <li>• <b>Pregnancy and Maternity</b> (includes pregnancy, women / people who are breastfeeding, women / people accessing perinatal services, women / people on maternity leave) - no</li> <li>• <b>Marriage and Civil Partnership</b> (includes opposite and same sex couples who are married or civil partners) - no</li> <li>• <b>Armed Forces</b> (includes serving armed forces personnel, reservists, veterans and their families) - no</li> <li>• <b>Human Rights Implications</b> (<a href="#">Human Rights - easy read</a>) – no</li> </ul>
<p><b>Describe any negative impacts / Human Rights Implications</b></p>	<p>N/a</p>
<p><b>Describe any positive impacts / Human Rights Implications</b></p>	<p>Supports all patients regardless of protected characteristics to ensure patient's cash and valuables are secure, whether deposited or not</p>

<b>Section 3</b>	<b>Research and involvement</b>
<b>What sources of information have you considered? (e.g. legislation, codes of practice, best practice, nice guidelines, CQC reports or feedback etc.)</b>	NHS Protect guidance
<b>Have you engaged or consulted with service users, carers, staff and other stakeholders including people from the protected groups?</b>	Yes
<b>If you answered Yes above, describe the engagement and involvement that has taken place</b>	Previous versions have had consultation, this review acknowledges that it is pending results of a Quality Improvement event
<b>If you answered No above, describe future plans that you may have to engage and involve people from different groups</b>	N/a

<b>Section 4</b>	<b>Training needs</b>
<b>As part of this equality impact assessment have any training needs/service needs been identified?</b>	No (please note this may be updated in future versions depending on the results of a Quality Improvement event)
<b>Describe any training needs for Trust staff</b>	N/a
<b>Describe any training needs for patients</b>	N/a
<b>Describe any training needs for contractors or other outside agencies</b>	N/a

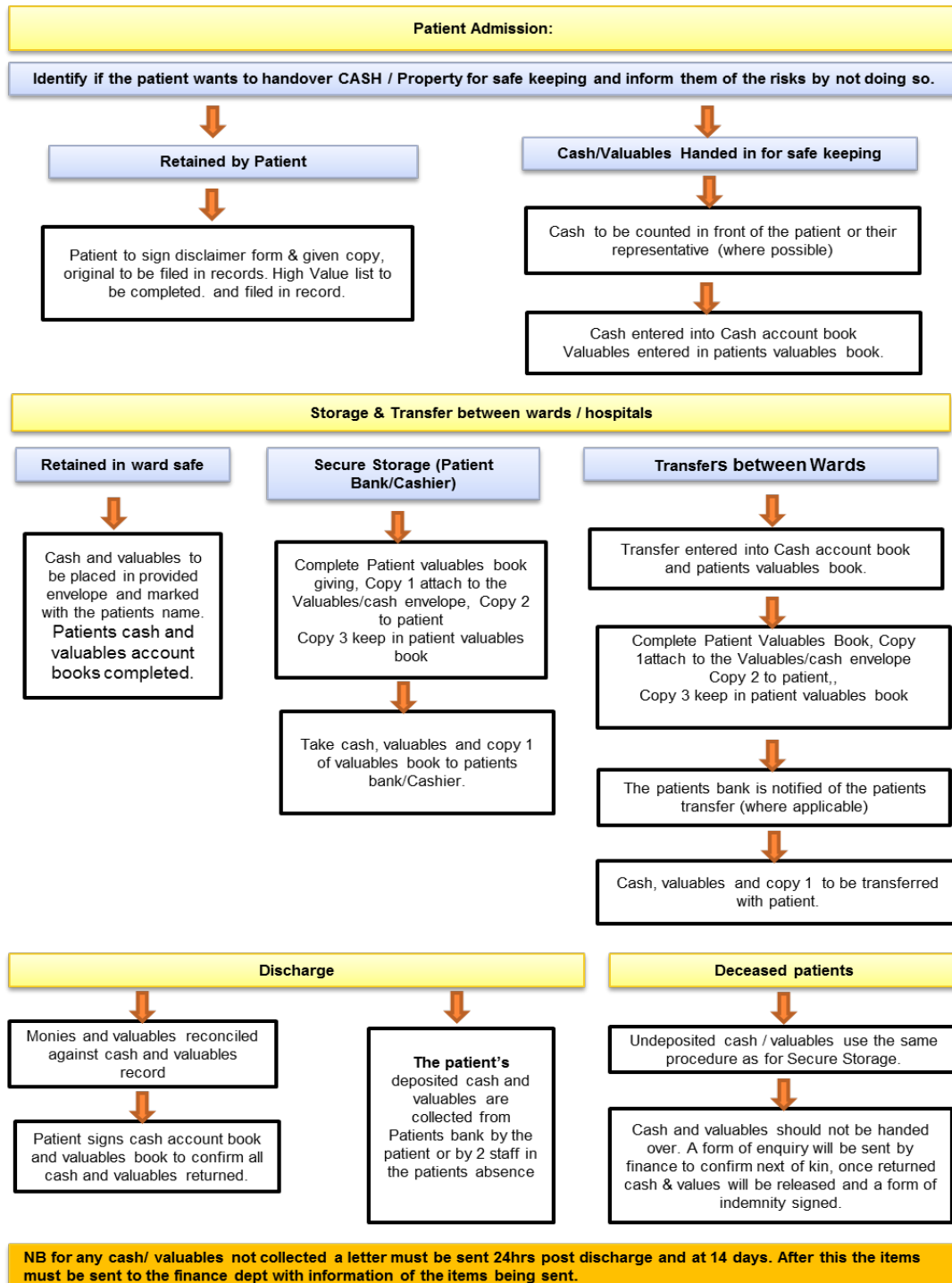
**Check the information you have provided and ensure additional evidence can be provided if asked.**

## Appendix 2 – Approval checklist

Title of document being reviewed:	Yes / No / Not applicable	Comments
<b>1. Title</b>		
Is the title clear and unambiguous?	Y	
Is it clear whether the document is a guideline, policy, protocol or standard?	Y	
<b>2. Rationale</b>		
Are reasons for development of the document stated?	Y	
<b>3. Development Process</b>		
Are people involved in the development identified?	Y	
Has relevant expertise has been sought/used?	Y	
Is there evidence of consultation with stakeholders and users?	Y	
Have any related documents or documents that are impacted by this change been identified and updated?	Y	
<b>4. Content</b>		
Is the objective of the document clear?	Y	
Is the target population clear and unambiguous?	Y	
Are the intended outcomes described?	Y	
Are the statements clear and unambiguous?	Y	
<b>5. Evidence Base</b>		
Is the type of evidence to support the document identified explicitly?	Y	
Are key references cited?	Y	NHS Protect guidance
Are supporting documents referenced?	Y	

<b>6. Training</b>		
Have training needs been considered?	Y	
Are training needs included in the document?	Y	
<b>7. Implementation and monitoring</b>		
Does the document identify how it will be implemented and monitored?	Y	
<b>8. Equality analysis</b>		
Has an equality analysis been completed for the document?	Y	
Have Equality and Diversity reviewed and approved the equality analysis?	Y	10 Nov 2023 AH
<b>9. Approval</b>		
Does the document identify which committee/group will approve it?	Y	
<b>10. Publication</b>		
Has the policy been reviewed for harm?	Yes	No harm
Does the document identify whether it is private or public?	Yes	Public
If private, does the document identify which clause of the Freedom of Information Act 2000 applies?	N/a	
<b>11. Accessibility</b> ( <a href="#">See intranet accessibility page for more information</a> )		
Have you run the Microsoft Word Accessibility Checker? (Under the review tab, 'check accessibility'. You must remove all errors)	Y	
Do all pictures and tables have meaningful alternative text?	Y	
Do all hyperlinks have a meaningful description? (do not use something generic like 'click here')	Y	

## Appendix 3 – Managing Patients’ Monies and Valuables Flowchart



## Appendix 4 – Disclaimer Notice

### Tees, Esk and Wear Valleys NHS Foundation Trust

#### Disclaimer of Liability Notice

Please note that the Tees, Esk and Wear Valleys NHS Foundation Trust accepts no responsibility for the loss of or damage to personal property of any kind, including money, in whatever way the loss or damage may occur unless an official receipt is obtained from the Ward Sister/Charge Nurse for property which has been handed in for safe custody.

#### **Patient Disclaimer Notice**

You are advised to arrange for relatives to look after any valuable items and high amounts of cash. Only items and cash that are essential for your immediate needs should be brought into the hospital. If this is not possible, you are advised to hand over these items to Ward staff to be kept in safe custody. You will be given a receipt for these.

**You are responsible for valuables (including cash) not handed over for safe custody. The Trust accepts no responsibility for the loss of, or damage to, personal property of any kind, in whatever way the loss or damage may occur, unless deposited for safe custody.**

**I have been advised to restrict to a minimum the amount of valuables including cash brought into hospital and to hand to ward staff as soon as possible any items I wish to be kept in safe custody for which a receipt will be given to me. If I am to store cash / valuables within my bedroom, I have been advised that I should only store that which I require on a daily basis and a maximum of £50.00 in cash.**

**I acknowledge that I am responsible for my property (including cash / valuables) not handed over for safe custody and that the Tees Esk and Wear Valleys NHS Foundation Trust accepts no responsibility for the loss of, or damage to, personal property of any kind, in whatever way the loss or damage may occur, unless handed over for safe custody.**

**I have been advised that if I am on leave, I am responsible for any valuables I take with me or bring back upon my return to the ward. I have been advised that if I have or wish to purchase any high value goods to be used by me during my stay in hospital, that if I do not hand them in for safe keeping, I am responsible for them.**

<b>Signature of Patient</b>	
<b>Print name</b>	
<b>Signature of staff witness</b>	

Print name	
Designation	
Date	Admission date

**Please complete this section: If the patient lacks capacity and in the patient’s best interests, valuables / property or cash has been removed for safe keeping or if the patient has refused to sign the disclaimer.**

**Please tick the appropriate box.**

**The patient has been deemed to lack capacity. In the best interest of the patient items of value have been removed and placed in safe keeping.**

**The patient does not wish to hand over any valuables or cash for safe keeping and has refused to sign the disclaimer.**

**Staff Signature:..... Witness Signature:.....**

**Designation: ..... Designation:.....**

**Date:**



# Appendix 5 – Patient Cash Account

### Patient Cash Account (Cash in Ward Safe)

Ward: \_\_\_\_\_ No: \_\_\_\_\_  
 Patient Name: \_\_\_\_\_  
 Patients NHS Number: \_\_\_\_\_

Date	Received from Patient			Paid To Patient				Transfer of Cash Off the Ward (i.e. to Cashiers/Another Ward) and Returned to Ward			Balance In Ward Safe		
	Amount	Patient(patients representative) Signature	Nurse in charge signature	Amount	Patient(patients representative) Signature	Nurse in charge signature	Witness	Amount	Ward/Cashier to/From	Nurse in charge signature	Patient Valuables Sheet/Withdrawl Sheet Ref	£	p

# Appendix 6 – Patient Valuables Account

### Patient Valuables Account (Valuables in Ward Safe)

Ward: \_\_\_\_\_ No: \_\_\_\_\_  
 Patient Name: \_\_\_\_\_  
 Patients NHS Number: \_\_\_\_\_

DATE	Received from Patient			Returned To Patient				Transfer of Valuables Off the Ward (i.e. to Cashiers/Another Ward) and Returned to Ward			Patient Valuables Sheet/Withdrawl Sheet Ref		
	Description of Valuables <small>(Note use yellow metal/white metal, coloured stone etc rather than gold/silver/ruby)</small>	Additional info (ie serial number/last 4 digits card etc)	Patient(patients representative) Signature	Nurse in charge signature	Date	patient(s representative) Signature	Nurse in charge signature	Witness	Date	Ward/Cashier to/From		Nurse in charge signature	

## Appendix 7 – Patient's Property Book

Tees, Esk and Wear Valleys NHS Foundation Trust

Patients Valuables Book (Used for Secure Storage ie Patients Bank / Patients Transfers  
between Wards)

No:.....

Ward:

Patient Name:

Patients NHS Number:

Transfer of Cash and Valuables Off the Ward to Secure Storage (i.e. to Cashiers/Another Ward)

Date of transfer : \_\_\_\_\_

Part A:             **Cash**   **£**

Part B:             **Valuables (please list the items in the table below)**

Description of Valuables	Additional info (ie serial number/last 4 digits card etc)

**The Ward has received the above items detailed in Part A & B**

..... Nurse in Charge

..... Witness

..... Date

**The Cashier has received for safekeeping the above items detailed in Part A & B**

..... Cashier

..... Date

..... Receipt Number (For Cash)

**Patient Discharge**

**I hereby acknowledge receipt of the above items detailed in Part A & B**

..... Patient

..... Witness (Cashier/Nurse)

..... Date

## Appendix 8 – Patient Transfer Form

PATIENT TRANSFER FORM	
<b>Patient name:</b>	
<b>NHS no.:</b>	
<b>Transfer from ward/unit</b>	
<b>Hospital:</b>	
<b>Transfer to ward/unit:</b>	
<b>Hospital:</b>	
<b>Transfer date:</b>	
<b>Ward/unit discharging officer signature:</b>	Name:  Signature:
<b>Witnessed by:</b>	Name:  Signature:

*Send to Patients' Bank, Roseberry Park Hospital*

## Appendix 9 – Notice of Hospital Admission (BR409 Form)

BR409 04/13

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**Notice of hospital admission**

**■ About the patient**

Please use BLOCK CAPITALS

Surname

Other names

National Insurance (NI) number

Date of birth

Address   
  
  
 Postcode

**Please tick to tell us which benefits or entitlements the patient is getting.**

State Pension	<input type="checkbox"/>	Employment and Support Allowance	<input type="checkbox"/>
Widow's Benefits	<input type="checkbox"/>	Income Support	<input type="checkbox"/>
Bereavement Benefits	<input type="checkbox"/>	Jobseeker's Allowance	<input type="checkbox"/>
Disability Living Allowance	<input type="checkbox"/>	Pension Credit	<input type="checkbox"/>
Personal Independence Payment	<input type="checkbox"/>	Attendance Allowance	<input type="checkbox"/>
Incapacity Benefit	<input type="checkbox"/>		
Other - please say what	<input type="checkbox"/>	<input type="text"/>	

Who is the patient's next of kin?   
If someone is dealing with the patient's affairs, please tell us their details.

Their full name

Their address   
  
  
 Postcode

Please turn over ▶

**Notice of hospital admission** continued

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**■ About the admission**

Name of hospital

Hospital reference number

Date of admission

Is the patient occupying an amenity bed and incurring a charge under Section 63 of the NHS Act 1977? No   
Yes

Was the patient transferred from another hospital, a care home, or a prison? No   
Yes  Where from?   
When were they admitted to this other place?

**■ Consent**

I authorise the hospital to release the information on this form to the Department for Work and Pensions or the Department for Children, Schools and Families.

I understand that the information will only be used to work out how much benefit or entitlement I can get.

Patient's signature

Date

HA staff signature

Name in BLOCK CAPITALS

Hospital stamp

BR409\_042013\_004\_001

## Appendix 10 – Patient Discharge Form

PATIENT DISCHARGE FORM	
<b>Patient name:</b>	
<b>Discharged from ward/unit:</b>	
<b>Hospital:</b>	
<b>Discharge date:</b>	
<b>Discharge address:</b>	
<b>Ward/unit discharging officer signature:</b>	Name:  Signature:
<b>Witnessed by:</b>	Name:  Signature:

FOR PATIENTS' BANK/CASHIER/WARD/UNIT USE ONLY	
<b>Account Balance:</b>	£
<b>Monetary value paid on discharge:</b>	£
<b>Monetary value to pay by cheque:</b>	£
<b>Valuables held:</b>	Yes <input type="checkbox"/> / No <input type="checkbox"/>
<b>Monies and/or valuables presented by:</b>	Name:  Signature:
<b>Monies and/pr valuables received by:</b>	Name:  Signature:
<b>Signed a completed by:</b>	Name:  Signature:

*Send to Patients' Bank, Roseberry Park Hospital*

## Appendix 11 – DP GEN 06-12 Direct Payment Into an Account

DP Gen 06/12

### Direct payment into an account

Office

#### About payment into an account

##### Part 1 – Customer's details

Surname

Other names

Address

Postcode

National Insurance (NI) number

You may get other benefits and entitlements we do not pay into an account. If you want us to pay them into the account in **Part 3**, please tick this box.

Only complete **Part 2** if you are acting on the customer's behalf. Otherwise, go to **Part 3**.

##### Part 2 – Appointee or representative's details

Your surname

Your other names

**Appendix 12 – Withdrawal From Patient’s Personal Accounts  
(Bulk Withdrawal)**

TEES, ESK AND WEAR VALLEYS NHS FOUNDATION TRUST		Withdrawals from Patients Personal Accounts		Date:
..... Hospital				Ward or Villa:
COMPUTER INPUT PURPOSES		PATIENT DETAILS		Date Cash Required:
Ward Ref.	Patient's Ref. Numbers	Name	Amount £ p	ACKNOWLEDGEMENT FOR CASH
				Received by:
				(Signatures to be obtained)
Reason for Withdrawal (full details)			Payment witnessed by	
_____			Signature	
_____			Designation	
_____			Signature	
Requested by: _____			Designation	
Charge Nurse			Date	
Authorized by: _____				
Nurse Manager				

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**Appendix 13 – Record of Spending**

TEES, ESK AND WEAR VALLEYS NHS FOUNDATION TRUST		Withdrawals from Patients Personal Accounts		Date:
Hospital				Ward or Villa:
				Date Cash Required:
COMPUTER INPUT PURPOSES		PATIENT DETAILS		ACKNOWLEDGEMENT FOR CASH
Ward Ref.	Patient's Ref. Numbers	Name	Amount £ p	Received by:  (Signatures to be obtained)
Reason for Withdrawal (full details)			Payment witnessed by	
_____			Signature	
_____			Designation	
_____			Signature	
_____			Designation	
Requested by: _____		Authorised by: _____		Date
Charge Nurse		Nurse Manager		

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## Appendix 14 – Standard Letters Monies and Valuables Not Collected on Discharge

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Patients' Affairs Officer  
Roseberry Park Hospital  
Marton Road  
Middlesbrough  
TS4 3AF

01642 838103

Date.....

Dear Sir/Madam

Property at .....

You will be receiving, under separate cover, a cheque for £..... which represents the balance on your account at the time of your discharge.

I understand that .....has property belonging to yourself. I should be pleased if you would arrange for the collection of this property within 14 days of the date of this letter. Detailed below are the days and times during which you can collect your property from .....

Monday	12.45-15.30
Tuesday	08.30-16.30
Wednesday	12.45-15.30
Thursday	12.45-15.30
Friday	12.45-15.30

Yours faithfully

Patients' Affairs Officer

Patients' Affairs Officer  
Roseberry Park Hospital  
Marton Road  
Middlesbrough  
TS4 3AF

Dear

**Unclaimed Property**

I refer to my letter dated .....in respect of property left ..... following your discharge from hospital. As yet I have received no reply. If I do not hear from you by ..... your property will be transferred to the Finance Department at the Flatts Lane Centre where it will be eventually disposed of.

Yours faithfully

Patients' Affairs Officer

## Appendix 15 – Memorandum of Deceased Patient

**MEMORANDUM OF DECEASED PATIENT**

To: Director of Finance, Financial Control Department, Flatts Lane Centre

Patient name:	
Medical records no.:	
Ward/unit:	
Hospital:	
Date of death:	
Home Address:	

**NEXT OF KIN**

Name:	
Relationship to patient:	
Address:	
Telephone no.:	
Monies held – monetary value:	£
Monies held – in words:	
Property held:	
Nurse manager signature:	
Date:	