

The Village Residence	POLICY NO:	
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Policy on Residents Private Property		

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Developed by: Drogheda Services for Older People.	Date Developed: Revised February 2011 Revised March 2014, March 2018, November 2021, Sept 2023.
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1.0. Context.

For the purposes of this policy, resident's private property includes any property or monies brought into the residential care facility

There is a requirement that the Health Services Executive and all staff in The Village Residence are aware of or have knowledge of the existence of any property that a resident may have in order to implement this policy effectively.

There is an onus on all staff to make reasonable enquiries on admission and throughout a persons stay to establish the existence and extent of any property that a resident may bring in or have brought into the facility.

The Health Services executive's formal position remains that it cannot accept responsibility for funds or other property not handed in for safekeeping to its staff.

Property may include personal effects such as:

- Clothing
- Footwear
- Jewellery and other small valuable items
- Luggage
- Personal items of furniture, ornaments etc.
- Other personal effects

In respect of the above items, with the exception of jewellery and other small valuable items, there is a requirement as part of routine care of residents for the HSE and its staff to seek to ensure a limit to any loss or damage to resident's personal property in as far as is practicable

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In respect of jewellery and other small valuable items residents should be advised that such items cannot always fully be safeguarded by staff unless they are handed in for safekeeping to the appropriate Staff. However each resident has a private lockable space for the safe keeping of such items.

Property may also include monies or documents such as pension books that provide access to monies or facilitate the future transfer of monies to the HSE to be held in safe keeping for the resident

Any item of clothing, jewellery or any other personal property must be recorded and documented by staff in The Village Residence with a duplicate book.

2.0. Ward of Court

Where a client is a Ward of Court or has in place an Enduring Power of Attorney (EPA) then the power to make any requests in relation to funds held in safekeeping for the client rests with the Wards of Court Office or the person who has registered and activated the EPA with the High Court. A Court Appointed Next Friend may also have authorisation over a client's financial affairs.

In this case Nursing Staff should contact the Director of Nursing Office for advice.

In this service Gemma Fogarty on behalf of the PIC is the main point of contact with the Ward of Court Office.

3.0 Next of Kin

The HSE and this service will seek to involve next of kin (and other interested persons) in as much as is practical and appropriate in the care of clients including those lacking capacity. Any involvement must be in the best interest, and for the benefit, of the client and

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Respect the client's right to privacy and confidentiality.

It is not appropriate to request or utilise clients' funds for the following:

Facilities Upkeep/Refurbishment /Maintenance/ Decoration – Such costs are a matter for the HSE to fund unless families so wish. Please seek advice from the Administrator.

IT IS NOT APPROPRIATE TO JUST HAND BACK MONEY OR JEWELLERY BELONGING TO A RESIDENT. ALWAYS CONSULT WITH THE PERSON IN CHARGE FIRST.

NO STAFF MEMBER EXCEPT ADMINISTRATION STAFF WHO HAVE A DELEGATED FUNCTION MAY HAVE ANY DEALINGS WITH A RESIDENT'S FINANCES.

NO PERSON EXCEPT THE PERSON THEMSELVES SHOULD EVER SEEK MONEY FROM A RESIDENT'S PPP ACCOUNT

Ongoing Charges or Arrears of Charges OF ANY RESIDENT – Such charges should not be deducted

From a client's PPP a/c without the authorisation of the client themselves. All charges should be funded from the client's ongoing income on which their charge has been assessed. This is of particular relevance where the HSE is not the appointed Agent to collect DSFA allowances and a key client contact s paying ongoing In-Patient charges from the client's income.

Furniture/Fittings/Equipment - It is the HSE's responsibility to fund from its own resources, the cost of necessary furniture, fittings and equipment within HOUSES, residences, day areas etc.

Residents and their representatives may bring any item of furniture that would be a comfort to the resident into this centre

Medicines – The costs of medicines required by residents generally covered directly or indirectly (via public demand led schemes) by the HSE.

Should any issues arise in this area it is reasonable or the HSE to only cover the costs of medicines

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which its care professionals are satisfied are both necessary and appropriate for the care and well being of the client. A policy has now been introduced on Prescription Charges for medical card holders. It is subject to a cap of €10 per month for each family AND IS MANAGED THROUGH THE ADMINISTRATION OFFICE.

Aids/Appliances – To the extent that the HSE is satisfied that aids/appliances are required for the appropriate care of the client then it is generally a matter for the HSE to fund same, to the extent that it is in a position to do so within available resources.

Please refer to situations, below, where it may e possible to use client PPP funds for their Benefit in the purchase of certain items.

Personal Hygiene/Personal Grooming – The standard hygiene items such as soap, toothbrush, toothpaste, deodorant, etc., are provided at HSE expense.

The client may augment, from their own funds, these basic products with additional grooming products such as make-up, perfumes, aftershave, etc.

In regard to hair dressing this is normally undertaken at the client's expense.

However, appropriate local professional discretion involving the use of HSE funds must be exercised to ensure clients personal grooming, including hair, does not fall below a minimum standard consistent with their general well being.

GP/Chiropody/Optical/Aural/Immunisation etc -These services, to the extent that HSE is in a position to provide them within available resources, will normally be provided either as part of the facilities of the unit or may be accessed through the resident's medical card/GP visit card.

It will be necessary for appropriate local professional discretion, involving use of HSE funds, to be exercised in respect of the small minority of clients who are both

Trips/Outings/Other Social Activities - A resident should only be liable for reasonable costs for trips/outing /other social activities (including parties).

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Local discretion must play a significant role in relation to this area and in considering what is reasonable the following must be taken into account: Please contact the Director of Nursing Office or Administrator

Items where the residents should primarily fund the costs

4.0. Clothing

The position of the Health Services Executive is that clothing is something which residents should provide from their own funds if for no other reason than the fact that this reinforces their personal dignity and independence.

However local discretion involving use of HSE FUNDS MUST BE EXERCISED TO ENSURE RESIDENTS CLOTHING DOES NOT FALL BELOW A MINIMUM STANDARD CONSISTENT WITH THEIR GENERAL WELL BEING.

NURSING STAFF MUST NOTIFY THE DIRECTOR OF NURSING AND ADMINISTRATION OFFICE BEFORE ANY DECISION ON PURCHASE OF CLOTHES IS MADE.

5.0. Dissemination of this Policy.

It is the responsibility of the Clinical Nurse Manager to bring this policy to the attention of all staff within their remit.

6.0. Insurance

Please note the following has been amended within the Contract of care for all residents and which now applies to all service areas.

Personal Belongings:

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Valuables. Residents are welcome to bring in small personal items such as photographs, alarm clocks, radios, etc.

The centre is not responsible for the loss of personal belongings including jewellery or money which is kept by the resident. We will do all we can to insure that items kept by residents are safe. However residents and their families should note that under the Health Services Executive Insurance cover, the following;

“In so far as they are not otherwise insured contents of patients including tools, instruments, clothing and hearing aids, including other personal effects for an amount not exceeding 5,000 euro in respect of any one person (after the application of the policy deductible is covered. This cover does NOT include Jewellery. Cover in this regard is subject to the normal terms and conditions of the policy.

While we do encourage residents to bring valuables into the Centre, we advise that jewellery and money be sent home for safe keeping with family members/next of kin. In a situation where there is no family member or next of kin, we will provide secure storage for money and the resident would be issued with a receipt for same. However residents are entitled to keep any valuables or money that they may wish to have in their possession, and wish to take responsibility for same.