

**OKALOOSA COUNTY  
EMERGENCY MEDICAL SERVICES  
STANDARD OPERATING PROCEDURE**

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<b>Title:</b>	<b>Patient Personal Property</b>
<b>Policy:</b>	<b>111.00</b>
<b>Purpose:</b>	<b>To define the handling of patient’s personal property and ensure belonging are protected from loss or damage.</b>

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**Policy:**

In order to minimize the potential for misplacing patient’s personal property, OCEMS 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.

Good judgment shall be exercised in every circumstance with the primary focus being patient and crew safety.

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.
  - Medications transported with the patient will be documented on the patient care report and turned over to hospital personnel responsible for patient care.
- 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.
- Large but necessary items such as walkers should be secured with seat belts within the vehicle before transport is initiated.
- Property that cannot be safely transported should be secured at the scene whenever possible. Circumstances may require that a patient’s family member or allied agency personnel accept responsibility for the property while patient care and transport are carried out.

**Accountability and Compliance:**

1. 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.
2. 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 will contact the on-duty supervisor to determine the most effective way to return the property.

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