



# ADMINISTRATIVE/FISCAL/CLINICAL/PHF POLICY AND PROCEDURES

COUNTY OF SANTA BARBARA  
ALCOHOL, DRUG AND MENTAL HEALTH SERVICES

**Section -** PSYCHIATRIC HEALTH FACILITY

**Effective:**

**Policy -** EXAMINATION OF PATIENTS' PERSON AND  
PROPERTY

**Revised:**

**Director's Approval** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assistant Director's Approval** \_\_\_\_\_

**Date** \_\_\_\_\_

**Form Ref.** -C--6.0

**Reviewed:**

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**POLICY:** Assure that the physical status of all newly admitted patients is accurately recorded and any injuries identified. Assure any items that might pose a threat to the new admit, other clients or to staff, are identified and safely secured.

## **PROCEDURE:**

1. PHF nursing staff will be required to closely check each client's **person** and **clothing** upon admit
2. Staff will escort newly admitted clients to room where, providing maximum possible privacy, all the physical status of the patient and all belongings and clothing will be reviewed. In the process, the patient will need to change into a gown.
3. Newly admitted patients will have his/her movement about the unit limited until this inventory and review may be accomplished.
4. Physical injuries, marks, will be documented in the nursing assessment or notes. Clothing will be inspected, inventoried, washed if soiled, and returned after this review.
5. In order to assure that patient's property remains secure, the unit nursing staff will seek to limit the amount of clothing in patient custody to 2 changes of clothing, identification documents, phone cards, and a small amount of spending money, and reading material.
6. All other personal belongings that accompany clients to the unit will be thoroughly examined upon admission, catalogued and placed in secure locked storage area.
7. Patients returning from pass may require a repeat of the patient person and property examination process, on a case by case basis, upon return from passes/public visits, as indicated by history of possession of contraband and client behavior.

8. Periodically and as indicated by reports or patient behavior, PHF staff will conduct both random and focused examination of the facility for sharps, drugs/medications and other materials that have potential for harm to patients and staff.

**PROCEDURE:**

See Patient belongings policy

See Sharps policy

See General safety policy