

PROTECTING SERVICE USER'S MONEY AND PROPERTY

PURPOSE

The purpose of this policy is to ensure that the money and property of service users is respected and protected at all times by Meditech staff members.

POLICY

Meditech Health recognises the right of service users to have their money and property adequately protected from staff members who provide support in accordance with a Service Agreement or Person-Centred Plan.

Meditech will generally cover the cost of repair to a service user's property when damage to the property is accidental. When it is the result of negligence on the part of a staff member, Meditech may require that staff member to cover the cost of repair or replacement.

Meditech recognises that there may be occasions when service delivery requires access to a service user's finances. In such circumstances Meditech will ensure that every action is taken to protect the finances of service users from any irregularity or any form of unauthorised use.

Meditech staff members will only handle a service user's money with the approval of management and as agreed in the Service Agreement or Person-Centred Plan.

Meditech will ensure that any allegations of financial irregularities against its staff members are fully investigated and where required will refer matters to the police and/or other relevant agencies.

SCOPE

This policy applies to all employees of Meditech, service users, their families, guardians and advocates.

PROCEDURE

1. Staff members must ensure that at all times they respect and safeguard the money and property of service users.
2. Staff members must be careful at all times not to damage the property of service users.

3. If Meditech staff members damage the property of a service user an Incident Report must be completed by that staff member and must provide details of the damage that has occurred and how it occurred.
4. Responsibility for damage will be determined by Meditech management and will determine whether the damage was due to negligence or was purely accidental. The cost of repair or replacement will also be determined by management.
5. Meditech will generally cover the cost of damage although staff members may be held responsible for meeting the cost of replacement of repair if the damage was due to carelessness or negligence.
6. When required to use the money of a service user, staff members must have authorisation from Meditech management and must only use that money as specified by the service user's Service Agreement and/or Person-Centred Plan.
7. When required to use the money of service users, staff members must ensure that they complete Meditech's Money Handling Plan.
8. Receipts must be obtained for all expenditure of the money of service users.
9. The receipts and money returned to the service user must be reconciled at the end of the shift. If the money does not balance at the end of the shift, the staff member will be responsible for any financial irregularities.
10. Any allegations of financial irregularities against Meditech staff members will be fully investigated and where required will be referred to police.

MONEY HANDLING FORM

1. Name of Service user:

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2. Names and positions of people who will be supporting the service user: (E.g. Dave Smith, support staff member)

Name & Position:

Name & Position:

3. Date and reason for spending money

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4. Amount of money being provided by service user

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5. Name of person(s) who sighted money

Name:.....

Name:.....

Name:.....

6. Name of person and who will be carrying the money, and how will it be carried

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7. Person who will be making the purchases (need to ensure that receipts are obtained for all expenditures)

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8. Record the amount of money at the end of expenditures, and do the receipts match the amount spent?

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Signed by:

Service user /Guardian/Family Member Date:

Signed by:

Staff Member Date: