



The Dudley Group  
NHS Foundation Trust

# Your personal property

## Emergency Department Patient Information Leaflet

### Introduction

This leaflet is about any personal property, including money and jewellery, that you bring with you to the Emergency Department. It gives information about what you need to do with your property to keep it safe while you are here.

The Dudley Group is not responsible for your personal property unless you hand it to a member of staff and obtain a signed receipt.

You are **strongly** advised to give your valuables or items of sentimental value to a friend or relative when you attend our Emergency Department.

## What happens if I hand my personal property over to a member of staff?

A member of staff will collect your personal property, including money and jewellery, for safekeeping in a secure place. Once you have handed it to a member of staff, you will be given an official signed receipt. If you are not given a signed receipt, please ask for one.

If you want to gain access to your valuables once you have handed them in, you must sign for them each time you access them.

If you are being transferred to another ward or hospital, any personal property you have handed in will be returned to you before you leave.

## What happens if I choose to keep my personal property with me during my visit to hospital?

If you choose not to hand over your personal property, including money, jewellery and items of sentimental value, this is at your own risk. The Trust cannot accept responsibility for your property if it goes missing.

If you have any questions, or if there is anything you do not understand about this leaflet, please speak to a member of staff.

Russells Hall Hospital switchboard number: 01384 456111

**This leaflet can be downloaded or printed from:**

<http://dudleygroup.nhs.uk/services-and-wards/accident-emergency/>

If you have any feedback on this patient information leaflet, please email [dgft.patient.information@nhs.net](mailto:dgft.patient.information@nhs.net)

**This leaflet can be made available in large print, audio version and in other languages, please call 0800 073 0510.**

للحصول على هذه النشرة بحجم أكبر، وعلى شكل إصدار صوتي و بلغات أخرى، الرجاء الاتصال بالرقم 08000730510.

此宣传单可提供大字版本、音频版本和其它语言版本，请拨打电话：0800 073 0510。

Ulotka dostępna jest również w dużym druku, wersji audio lub w innym języku. W tym celu zadzwoń pod numer 0800 073 0510.

ਇਹ ਪਰਚਾ ਵੱਡੇ ਅੱਖਰਾਂ, ਬੋਲ ਕੇ ਰੀਕਾਰਡ ਕੀਤਾ ਹੋਇਆ ਅਤੇ ਦੂਸਰੀਆਂ ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਵੀ ਪ੍ਰਾਪਤ ਹੋ ਸਕਦਾ ਹੈ, 0800 073 0510 ਤੇ ਫੋਨ ਕਰੋ ਜੀ।

Aceasta broșura poate fi pusă la dispoziție tipărită cu caractere mari, versiune audio sau în alte limbi, pentru acest lucru vă rugăm sunați la 0800 073 0510.

یہ کتابچہ آپ کو بڑے حروف کی لکھائی، سمعی صورت اور دیگر زبانوں میں مہیا کیا جا سکتا ہے۔ برائے مہربانی فون نمبر 08000730510 پر رابطہ کریں۔