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[REDACTED]

RE Official information request CDHB 9878 and WCDHB 9159

We refer to your email dated 19 June 2018 requesting the following information under the Official Information Act from Canterbury DHB and West Coast DHB.

1. A list of incidents since January 1 2016 that your organisation is aware of and in which documents, reports or other materials have been mistakenly left unaccompanied in public (such as a staff member leaving a folder of material in a café or taxi).
2. For each of the above incidents please provide the following details: what material was involved and whether this included any information about members of the public and an overview of such details (i.e people's names, addresses, photographs), the date of the incident, where the material was left, whether it was recovered and how, and what actions took place as a result.
3. For each of the incidents, please provide copies of any summary reports, documents or correspondence.

All incidents of this nature are recorded in the Canterbury and West Coast DHB Safety 1st incident reporting systems.

Since 1 January 2016 there have been four incidents recorded for Canterbury DHB and none for West Coast DHB. Please refer to **Table one** (overleaf) for details of each individual event recorded for Canterbury DHB.

I trust that this satisfies your interest in this matter.

Please note that this response, or an edited version of this response, may be published on the Canterbury DHB website ten working days after your receipt of this response.

Yours sincerely



Carolyn Gullery
Executive Director
Planning, Funding & Decision Support

Table one: Canterbury DHB

Date	Incident	Found by	Action taken
24/2/2016	Ward handover sheet found on footpath outside Hagley High School. Handover sheet contained patient labels with patient identifiers present. Returned to Dept of Nursing.	CDHB staff member	Issue raised at Senior Nursing Group Meeting under patient safety and Senior nurses asked to give general reminder to their areas around privacy and safe destruction of handover sheets. Consequence minimal.
20/5/2016	Copy of Patient Progress note and Case to person Assignment Report with 23 Patient names, NHI, admission date, and legal status found on field outside Tupuna Villa (Hillmorton Campus).	CDHB staff member	Discussed with staff involved and Senior Leadership Team. Outcome- Improved safety. Consequence moderate.
4/11/2016	A piece of paper found on the footpath between Oxford Terrace building and ChCh hospital that had patient names and NHI numbers.	CDHB staff member	Follow up actions not specified. Consequence minimal.
1/5/2018	Printed patient list information found in Hagley Park.	CDHB staff member	Information destroyed, reminder to staff of the investigation. Consequence minimal.