



# Operational procedures and equipment for medical rooms in police stations

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## Medical rooms

Suggested dimensions 5.5m x 3.6m

### Operational procedures for medical rooms

1. The room should be locked when not in use.
2. The room should only be used for clinical purposes.
3. The room should have all surfaces cleaned (including the floor) on a daily basis. Any windows or other surfaces that could collect dust etc. should be cleaned at least once a week. A written record should be kept for audit purposes.
4. Details of suitable cleaning methods and materials, particularly to prevent DNA contamination are included in the Operational Guidelines for Victim Examination Suites/SARCs. A kit should also be available for immediate cleaning of small amounts of body fluids.
5. There should be a protocol for deep cleaning on a regular basis.
6. The room should have a lockable drug cupboard.
7. The room should not be used for the storage of other items.
8. A named person should have responsibility for checking and restocking the room on a regular basis (at least once a week). In his/her absence a problem should be reported to any Custody Officer or specially designated person.
9. The modular kits should be stored in appropriately labeled shelves/containers. All unused items from opened kits must be appropriately disposed of.
10. There should be a wall mounted clinical waste bin with foot lever to open. This must be emptied at least once a week, regardless of how full it is.
11. The sharps disposal bin should be replaced when three quarters full.

A pharmaceutical waste bin should be provided for the safe disposal of unused prescribed drugs; arrangements should be made for the providing company to collect and replace it on a regular basis.

12. In larger custody suites consideration should be given to a separate examination room to carry out forensic examinations, the room being forensically cleaned after each examination and sealed. This would maintain forensic integrity in a similar way to SARCs.

## Equipment for medical rooms

In addition to the stock items each room should have:

- Desk with laminated surface
- 3 wipeable chairs
- Examination couch with screen/curtain (washable/disposable)
- Lockable floor units with laminated worktops, labelled to identify what they contain
- Lockable wall units, labelled to identify what they contain
- Drawers in the desk or a suitable file for stationery
- Washbasin with elbow operated taps (preferably mixer). Tiling above wash basin
- Wall mounted examination light (appropriately placed for use with the couch)
- Clock
- Notice board suitable for adhesive putty/magnetic contacts
- Telephone
- Panic button(s). Accessible if sat or stood Consider two levels of alarm (help required and urgent aid needed)
- Waste bin
- Clinical waste bin (wall mounted)
- Good heating, lighting and ventilation
- Access to a small fridge (not used for food purposes) in the custody suite
- Sharps disposal bin (secure and wall-mounted)
- Pharmaceutical waste bin (in locked cupboard). Consider location outside Medical room so custody staff can dispose of medication without having to enter the room (suggest under video surveillance)
- Paper towels and liquid soap dispenser
- Polished reflective mirror (not glass) so facial injuries can be seen by patient and confirmed.



## MEDICAL ROOM SUPPLIES LIST

### Resuscitation equipment

**Custody staff and HCPs should ensure that they are familiar with any equipment that is available and fully trained to use such equipment.**

- Bag-valve-mask with adult and child size facemasks
- Oropharyngeal airways (range of sizes)
- Suction equipment (electrical or hand operated)
- Pocket masks
- Defibrillator
- Oxygen cylinder with delivery head, tubing and masks
- Oximeters

If it is proposed that specific procedures e.g. the administration of tetanus immunization, is to be carried out by HCPs in the custody suite medical room, then adequate treatment must be available for the treatment of anaphylactic shock.

### Dressing bandages & plasters

- Steristrip closures 6mm Pack 36
- 2 fabric dressing strip 6cm x 1m
- 2 fabric dressing strip 8cm x 1m
- 2 tubular support bandages B 1m
- 2 tubular support bandages D 1m
- 2 tubular support bandages F 1m
- 50 non-adherent dressings 9.5cm
- 5 triangular bandages (only for use on suitable patients)
- 5 microporous tapes 2.5cm x 5m
- 2 elastic adhesive strapping 2.5cm
- 30 cotton wool 25g
- 5 boxes of assorted adhesive dressings
- Dressing packs x 20 (these contain cotton wool, gauze etc and are not the same as ambulance dressing packs)
- Tubular gauze bandage size 01

### Disinfectant & antiseptics

Any skin wipes should be alcohol free.

- 30 antiseptic wipes
- 30 antiseptic sachet 25ml
- 2 liquid soap

### Protective items

- 2 sharps disposal bin 7L (one in use)
- 100 clinical waste bag 200 x 320mm
- 50 clinical waste bag 700 x 1000mm
- 3 boxes non-sterile powder free vinyl gloves – various sizes
- 5 pairs of each size of sterile surgical powder free gloves
- Facemasks

### Miscellaneous

- Tablet bags or bottles with labels (100)
- 2 paper towel rolls 250mm (one in use)
- 2 paper towel roll 500mm (one in use)
- 2 plastic bowls (1 pint)
- Paper cups
- Stitch cutters (10)
- 1 forceps 11cm Fine Point
- 1 forceps dressing 125mm
- 1 scissors dressing 150mm
- Single use lubricating jelly
- 2 boxes tissues
- 10 disposable syringes (10ml)
- Sanitary pads and tampons
- Finger dressing applicator (for tubular gauze)
- Low adhesive tape
- Test strips for urinalysis for blood and glucose
- Test strips for blood analysis for glucose
- Pregnancy test minimum 2
- Disposable vaginal speculum (medium and small 2 of each)
- Disposable proctoscopes (medium and small 2 of each)
- Containers and solution for the storage of contact lenses
- Electric fan x 1
- Saline eye wash x 3
- Disposable thermometers.

### Forensic kits

- Modular kits
- Elimination DNA kit
- Blood for alcohol/drugs  
*minimum 10 of each*
- RTA blood alcohol/drugs kits
- RTA urine alcohol/drugs kits  
*minimum 10 of each*
- Hepatitis testing kits  
*minimum 5*
- 5 fibre collection kits



## Stationery

- Letterhead, plain paper and envelopes
- Carbon paper 10 sheets
- Body diagrams (10 of each view)
- Other stationery as is in local use
- FFLM head injury instruction pads
- Detained persons medical care sheets
- FFLM Pro forma: Section 4 RTA, Fitness to detain and interview
- HO/RT5 x 3 pads

## Medication

All Forensic Physicians should have available to them a personal doctor's bag containing those drugs normally carried when on call in General Practice, unless this medication is available in the police station.

The doctor's bag must be checked regularly and its contents kept in date.

## At the police station

Provided a suitable locked medicine cabinet is available in the clinical room, a small number of frequently used drugs may be kept as stock items. The contents and management of the stock should be agreed locally by the HCPs involved and checked regularly with respect to expiry date of contents. It is suggested it may include:

### 1. Analgesics

- Paracetamol 500mg
- Non-steroidal anti-inflammatory e.g. ibuprofen 200mg
- Co-codamol or similar analgesic
- Dihydrocodeine 30mg

### 2. Anxiolytics

- Diazepam 5mg tab
- Chlordiazepoxide 10mg caps

### 3. Hypnotics

- Zopiclone 7.5mg

### 4. Acute behavioural disturbance

- Lorazepam 1mg

### 5. Antipsychotic drugs

- Olanzapine 5mg

### 6. Antibiotics

- Co-Amoxiclav 375mg
- Erythromycin 250mg

### 7. Gastrointestinal system

- Antacid/H<sub>2</sub>-receptor antagonist/PPI  
e.g. cimetidine/omeprazole or similar
- Antiemetics
- Loperamide

### 8. Cardiovascular system

- Glyceryl trinitrate spray (that delivers 400 micrograms/ metered dose)
- Aspirin 300mg

### 9. Respiratory system

- Salbutamol inhaler

### 10. Seizures

- Diazepam rectal solution

### 11. Injectables

- Naloxone 400micrograms/ml
- Tetanus vaccine (available as Revaxis® combined with diphtheria and polio)
- Adrenaline 1mg/1ml pre-filled syringes e.g. EpiPen®
- Glucagon for injection (1mg)

### 12. Miscellaneous

- Antihistamine e.g. cetirizine 10mg
- Prednisolone 5mg soluble tabs
- Levonorgestrel 1.5 mg and Ulipristal acetate 30mg
- Tissue adhesive
- Glucose Gel

All prescriptions issued for detainees (unless they are the doctor's own NHS patients) must be on a PRIVATE PRESCRIPTION at police expense, unless the overall service is provided by the NHS or other provider.

FPs should also have access to FP10CD or equivalent.

All HCPs should be familiar with the FFLM Guidance: [Safe and Secure Administration of Medication in Police Custody](#)