

SevernSide

Integrated Urgent Care

Severnside Integrated Urgent Care Service provision for HMP Bristol, HMP Ashfield and HMP Leyhill

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Contents

| | |
|--|-----------|
| Introduction | 3 |
| Objective of the procedure | 3 |
| Background | 3 |
| The Standard Operating Procedure | 5 |
| Medicine Management and Prescriptions | 9 |
| Monitoring | 12 |
| Related Documents | 13 |
| Appendices | 13 |
| Change Register | 21 |

Introduction

This document sets out the agreed framework for Out of Hours (OOH) primary health care provision at HMP Bristol, HMP Ashfield and HMP Leyhill by the Severnside Integrated Urgent Care Service (IUCS). Severnside is a BrisDoc service, and commissioned by BNSSG Integrated Care Board (ICB).

The service provided by Severnside IUC supports the urgent primary care needs of prisoners at HMP Bristol, HMP Ashfield and HMP Leyhill Monday-Friday 18:30-08:00am, and 24-hour cover on weekends and bank holidays.

Objective of the procedure

The framework provided within this document aims to:

- Ensure that persons within the sites have equitable access to OOH healthcare provision. The service will be primarily telephone-based, with face-to-face by exception. Video and photos are not practicable as mobile phones are not allowed within the prison establishments
- Support the secure settings in minimising the number of unnecessary admissions/ conveyances to hospital and/ or other urgent care centres.
- Ensure that clinical staff at the site have timely access to additional clinical support during the OOH timeframes
- Facilitate safe and appropriate face to face appointments at a Severnside Treatment Centre, when this is required
- Ensure that Severnside IUC clinicians can gain safe and timely access to persons requiring further clinical assessment and a site visit is unavoidable
- Ensure that the Severnside IUC service conforms to safety regulations within the prison establishment
- Ensure an effective pathway for communication exists between the Oxleas Healthcare Service and Severnside IUC, specifically in relation to OOH interactions and actions being effectively and promptly communicated to the Oxleas Healthcare team.
- Overcome challenges and barriers associated with the differing clinical IT systems used within secure healthcare settings to support effective and prompt sharing of clinical records and safe clinical care
- Ensure that learning as a result of interactions between these services is captured and fed back to support continued shared learning and improvement.

Background

Oxleas NHS Foundation Trust

Oxleas NHS Foundation Trust is commissioned by NHS England to provide the primary healthcare in hours service to HMP Bristol, HMP Ashfield and HMP

Leyhill.

- HMP Bristol is a Category B adult male remand prison in Horfield, Bristol, with a maximum population of 615.
- HMP Ashfield is a Category C adult male training prison in the village of Pucklechurch on the North East side of Bristol, with a population of 400.
- HMP Leyhill is a Category D adult male open resettlement prison located in the parish of Tortworth, South Gloucestershire, with a population of 515.

HMP Bristol has 24/7 on-site nursing care, but **there is no on-site healthcare cover overnight at HMP Ashfield or HMP Leyhill**. Healthcare is available on site between the hours of:

| | Monday-Friday | Saturday & Sunday | Bank Holidays |
|---------------------|---------------|-------------------|---------------|
| HMP Bristol | 24 hours | 24 hours | 24 hours |
| HMP Ashfield | 07:30-18:00 | 07:30-17:30 | 07:30-17:30 |
| HMP Leyhill | 07:30-16:30 | 07:30-12:00 | 07:30-12:00 |

The onsite GP in hours service at HMP Bristol, HMP Ashfield and HMP Leyhill is provided by DrPA (subcontracted by Oxleas NHS Foundation Trust).

HMP Bristol Monday-Friday 08:00-20:00 Saturday (remotely) 12:00-18:00

HMP Ashfield Monday to Friday 09:00-18:00

HMP Leyhill Monday to Friday 09:00-16:30

BrisDoc Healthcare Services and Severnside

BrisDoc provides the “Severnside Integrated Urgent care service/ IUCS” across BNSSG. This combines NHS111 (subcontracted to Practice Plus Group) and GP Out of Hours (OOH). The GP out of hours service runs from 18:30 until 08:00 Monday to Friday, and 24/7 across weekends and bank holidays.

Severnside IUC Primary Care clinicians can assess and manage patients via telephone/ video consultations (using AccuRx when available) and face to face (appointments and visits) when required. Clinicians electronically prescribe using the “Electronic prescription Service” (EPS). Severnside’s clinical IT system is Cleo.

Severnside provides a ‘Healthcare Professional Line’ telephone service to registered healthcare professionals for clinical decision-making support (0117 244 9283). This access route negates the need for a healthcare professional to access GP OOHs through NHS 111. Where non-Healthcare professionals are making a health enquiry, then the caller should contact NHS 111 and not the Healthcare Professional Line.

The Standard Operating Procedure

Risk Management Procedures

- Irrespective of category, HM Prison Service is obliged to carry out a risk assessment of the prisoner, the environment in which the prisoner is to be treated and (where applicable) the level of staffing/security required
- The vast majority of prisoners attending hospital/healthcare settings will be escorted by a minimum of two officers. All staff covering the escort will be in uniform. It is HM Prison Service's intention that security requirements should interfere as little as possible with medical assessment/ treatment. However, the prisoner will usually be restrained by the use of handcuffs or an escort chain to a member of staff at all times; unless this is inappropriate on medical grounds.

Security measures: Guidance for staff

- Other than your name and job role, do not divulge personal information about yourself or other members of staff in the presence and/or hearing of the prisoner
- Remove all items from pockets that could be used as a weapon
- Keep all medical equipment out of reach of the prisoner when not in use
- Check with escorting prison staff before you hand anything to the prisoner
- Never tell the prisoner of any future healthcare appointment or speak about it to escorting officers in the presence of the prisoner.

Sevenside contact procedure

Registered healthcare professionals on site should contact Sevenside via the Healthcare Professional line 0117 244 9283 during the out of hours period.

Non-registered health professionals or non-healthcare prison staff should access Sevenside by phoning NHS111.

Initial Priority Assessment During Out of Hours Period when HCP present onsite

If a HCP is on site it is their responsibility to decide whether the acute clinical needs of the patient require an emergency response (999) or if the condition is suitable for referral to Sevenside IUC.

A set of clinical observations and NEWS2 score will be required where a call is from an HCP to enable and support clinical decision-making. If this is not possible (when an HCP is present) then it is likely that 999 will be required.

Procedure for contacting Sevenside IUC when HCP present onsite

- Prison HCP telephones Sevenside IUC professional line on 0117 244 9283

- A Severnside call handler (non-clinically trained staff) will take the patient details including the reasons for referral and clinical observations/ NEWS2. The case will then be transferred to the Severnside clinical advice queue from where a clinician will pick up the case and call back, usually within two hours of the referral being made
- To ensure timely call back, the referring clinician must confirm: their name, radiocall sign [usually HOTEL 1] and prison wing, along with the telephone number of the prison control room.

HMP Bristol: 01117 3723273/3257

HMP Ashfield: 01173038009/8010

HMP Leyhill: 01454 264230

- The Severnside clinician will phone the prison control room and ask to speak to the HCP to obtain further information about the patient and agree the outcome.

Access to prison medical records

SystmOne is the medical records systems used in prisons. Severnside clinicians do not have access to SystmOne. Where there is a HCP onsite, they will support access to the medical records and be able to share key information such as medical history, medications and allergies.

However, for HMP Ashfield and HMP Leyhill there will be times when there is no healthcare professional onsite. In this situation, Severnside clinicians will be reliant on information available via the Summary Care Record (SCR), which is visible on Cleo. This key information will only appear on summary care record if the patient is GMS registered. Because this is an opt in service there will be some individuals who have not registered and information will not be available on the SCR.

- HMP Bristol - ODS - Y02307
- HMP Ashfield - ODS - Y03195
- HMP Leyhill - ODS - Y03194
-

Potential outcomes following contact with Severnside

- 1) Case closed with advice and reassurance (self-care)
- 2) Case closed following clinical assessment with prescribing advice
- 3) Electronic prescription issued via EPS to an agreed local pharmacy for prison staff to collect medications. The Medication authorisation (appendix 4) will be completed by Severnside and emailed to the prison healthcare team mailbox for HMP Bristol and HMP Ashfield to enable medication administration
 - HMP Bristol Healthcare Team – oxl-tr.hmpbristoloooh@nhs.net
 - HMP Ashfield Healthcare Team - hmpa.ashfieldhealthcareteam@nhs.net
 - HMP Leyhill Healthcare Team – ley-hmp.admin@nhs.net
- 4) Advice to prison staff/ prisoner to call 999 for emergency ambulance
- 5) Recommendation to attend Emergency Department (ED) which prison staff will facilitate

- 6) Recommendation for direct admission/ referral to hospital specialty. The Severnside clinician will make the clinical referral, and prison staff will facilitate the hospital attendance
- 7) Patient needs a face-to-face appointment at a Severnside OOH Treatment Centre (not a hospital attendance). The appointment time and location will be arranged via a callback from the Severnside operational team and a follow up text message will be sent to the escorting officer mobile number provided. Officers will need to call the Severnside Treatment Centre Host (receptionist) on arrival and wait in their vehicle until the patient is called in for the appointment. The patient will then go directly into the Severnside consulting room alongside appropriate prison security arrangements. If the patient needs to go into hospital; the hospital will need to be advised that the patient will be coming with appropriate prison escort.
- 8) When a patient needs a face to face assessment but cannot attend a Severnside Treatment Centre (for ill-health, disability, security reasons) then a Severnside visiting clinician can attend the site to see the patient. Eligibility for a home visit aligns with the requirements outlined in the Severnside Home Visiting policy, with the addition of security reasons/ lack of escort availability to support a Treatment Centre attendance.

When the consultation is completed and closed by Brisdoc an electronic post event message (PEM) will be emailed to the corresponding prison healthcare admin team to advise of actions and any recommended follow up.

HMP Bristol Admin mailbox – bris-hmp.admin@nhs.net

HMP Ashfield Admin mailbox – hmpa.admin@nhs.net

HMP Leyhill Admin mailbox – ley-hmp.admin@nhs.net

Requirements for Severnside clinicians attending HMP Bristol, HMP Ashfield and HMP Leyhill

Prison addresses

- HMP Bristol, 19 Cambridge Road, Bishopston, Bristol, BS7 8PS
- HMP Ashfield, Shortwood Rd, Pucklechurch, Bristol, BS16 9QJ
- HMP Leyhill, Wotton-under-Edge, Gloucester, GL12 8BT

The Severnside clinician or driver will contact the prison control room when on route with estimated time of arrival

- HMP Bristol: 01117 3723273/3257
- HMP Ashfield: 01173038009/8010
- HMP Leyhill: 01454 264230

Proof of Identity

The Severnside clinician must have an acceptable form of photographic identification when visiting any of the prison establishments. Failure to present this on arrival will

result in being refused entry. A driving license, passport, BrisDoc/ Severnside Photo ID or NHS smartcard are the preferred forms of identification.

Parking

HMP Ashfield and HMP Leyhill have ample parking facilities on site. HMP Bristol has limited parking in front of the prison though the barrier. Alternatively, parking can be found on residential streets nearby. The driver should remain in the Severnside attending vehicle.

Checking in

Upon arrival, approach the entrance and report to the main prison gate where the clinician will need to provide their name and show the ID to be issued with a Visitor Pass. This must be worn at all times during the visit. Mobile phones/computers are not allowed in the prison, please see appendix 5 for further information on prohibited items.

Home Visit

- The Severnside clinician will be met and escorted by a minimum of one prison officer to the location of the patient and HCP (if on site). During the OOHs period it is likely that the patient will be in their cell. You will be accompanied at all times.
- The driver should remain in the Severnside attending vehicle.
- Prison cells are predominantly double occupancy. The expectation is that the prison will facilitate the patient being seen in a nearby confidential space
 - Severnside visiting clinician will carry with them a diagnostic bag, the content list is available at appendix 1.

Outcome following home visit to the prison

- A. Patient requires hospital assessment/treatment. Admit via 999 emergency ambulance or through hospital clinical site manager/operational hub in accordance with standard practice to refer to specialty
- B. Care plan agreed including medication, further monitoring, follow up and action to take if deteriorates. (See section: Medicine Management and Prescriptions)
- C. Severnside clinical records are logged on the Cleo clinical system. Notes are then available to healthcare staff within 5 minutes on Connecting Care (within "Integrated urgent care" tab).

HMP Bristol Admin mailbox – bris-hmp.admin@nhs.net

HMP Ashfield Admin mailbox – hmpa.admin@nhs.net

HMP Leyhill Admin mailbox – ley-hmp.admin@nhs.net

Medicine Management and Prescriptions

The BrisDoc professional will not manage methadone/ substitute prescribing. Whether prisoners can hold their medicines in their own possession is determined by the in-possession (IP) risk assessment and in line with the IP policy (see appendix 6). Some individuals may not be able to hold any medicines in their own possession due to level of risk such as previous overdose with medicines and will need to be supervised taking their meds, whereas some individuals are suitable to hold their medicines in weekly or monthly supply intervals. Some medicines can be given in possession regardless of in possession status and these are what are referred to as 'green meds' such as antibiotics (see IP policy at appendix 6), these medications do not require an authorisation chart. However, analgesia, for example, may be limited in line with the IP status and policy. Therefore, a prescription and authorisation chart must be emailed to the healthcare team to determine this and supply the medicines accordingly, with the exception of HMP Leyhill.

At HMP Leyhill, due to the category of the prison, all medications are held in possession with the exception of opioid substitution therapy and schedule 2 controlled drugs.

Medications prescribed/ advised by the Severnside clinician may be obtained via

- issue from prison stock
- EPS then collection from a local community pharmacy
- issue from Severnside stock.

Issuing medications from prison Healthcare stock medication

Medications held in prison healthcare stock are listed in Appendix 2. These can only be accessed if an Oxleas NHS Foundation Trust healthcare professional is on site. If a drug is to be issued from prison stock, the Cleo consultation notes and prison Medication authorisation chart will be required.

Issuing from prison stock following Severnside telephone consultation

Notes will be available on Connecting Care within 5 minutes of the consultation and/or the PEM will be emailed to the prison healthcare team. This will provide evidence of prescribing advice. Medications specifically requiring authorisation to administer will be prescribed on the Prison Medication authorisation chart (Appendix 4) and emailed to the prison healthcare team from severnside.referral@nhs.net

HMP Bristol Healthcare Team Mailbox – oxl-tr.hmpbristoloooh@nhs.net

HMP Ashfield Healthcare Team Mailbox –

hmpa.ashfieldhealthcareteam@nhs.net

HMP Leyhill Healthcare Team Mailbox- ley-hmp.admin@nhs.net

Issuing from prison stock following Home Visit to the prison or Severnside appointment

Provide Oxleas authorisation chart to prison healthcare professional (Appendix 4) for them to record administration.

Obtaining medications not held in prison stock, or when no Oxleas Healthcare Professional is on site to access prison stock (EPS or Severnside stock)

If Severnside is issuing a prescription for a drug that is not kept in the prison stock, or prison stock cannot be accessed, Severnside will either EPS the prescription to an agreed local pharmacy, or medications may be issued from Severnside stock held at either Treatment Centre's or in the visiting cars.

To EPS a prescription, the Severnside clinician must speak with the prison duty Lead Clinician to agree the local pharmacy. The prescription should state the prison address as the patient's address to ensure no prescription charge is levied. It is the responsibility of the prison to collect the medication from the agreed pharmacy.

Prison addresses:

- HMP Bristol, 19 Cambridge Road, Bishopston, Bristol, BS7 8PS
- HMP Ashfield, Shortwood Rd, Pucklechurch, Bristol, BS16 9QJ
- HMP Leyhill, Wotton-under-Edge, Gloucester, GL12 8BT

It is requested that EPS prescriptions are **NOT** sent to Easton Day and Night (to ensure the safety of their staff).

Severnside also holds a stock of medications in the visiting cars and at the Treatment Centres. If pharmacies are closed and the patient's clinical need requires medication to start before, they reopen, the visiting clinician can issue from the car stock, and a Treatment Centre clinician can issue from the Treatment Centre stock in line. Usual Severnside processes are required for this.

Safeguarding

Severnside works in partnership with Oxleas to ensure safeguarding Policies and Local Operating Procedures are in place to ensure statutory duties and Brisdoc's core values are upheld within our service provision to the Prison community.

Safeguarding Patients if you have a Concern

If Severnside clinicians have a safeguarding concern following a consultation (F2F, telephone or home visit) then please follow the Brisdoc Safeguarding Vulnerable Adults Policy.

[Safeguarding-Vulnerable-Adults-v5.pdf \(radar-brisdoc.co.uk\)](#)

All three prisons **do not** make referrals directly to local authorities within BNSSG and

instead have their own reporting process listed below under Referring and Sharing Information.

Initially, please share any safeguarding concerns with the Prison Staff involved in the care of the patient. The prison staff will report their concerns using internal prison safeguarding reporting processes.

Severnside clinicians should record details of the safeguarding concern(s) on Cleo and tick the safeguarding concern button at the end of a consultation.

You will be presented with the question *‘Have you made a safeguarding referral for this patient (should be made if immediate concerns)’* which would in most cases will be ‘No’. If, however, you have a significant concern or have been part of a significant event then please follow guidance below on Referring and Sharing Information.

Referring and Sharing Information

Severnside

- Please complete a Learning Event available on Brisdoc Weblinks <https://incident.brisdoc.co.uk/>
- Please speak to your Line Manager and the Safeguarding Lead for Severnside IUC, or Head of Safeguarding for Brisdoc (listed in the Brisdoc Safeguarding Policy).
- You may wish to consider a referral direct to the Prisons or contacting the Safeguarding Lead within each Prison as listed below in the case of a serious/urgent concern. The safeguarding leads for each prison can be contacted via the prison control room Monday-Friday 09:00-17:00, outside of these hours please request to be put through to the Duty Governor.

HMP Leyhill

- Referral Form in case safeguarding referral is required:



Adult Safeguarding
Concern Referral Form

Please contact the following individual - HMP Leyhill Safeguarding Lead – Head of Public Protection on 01454 264230

HMP Bristol

- Local Operating Procedure



Adult Safeguarding
Local Operating Proce

- Referral Form in case of a significant event



HMP BRISTOL
Referral Form.doc

Please contact the following individual - HMP Bristol Safeguarding Lead - Head of Safer Prisons & Equalities on 01117 3723273/3257

HMP Ashfield

- Local Operating Procedure



LOP Safeguarding -
HMP Ashfield.pdf

- Referral form in case of a significant event



HMP Ashfield Adult
Safeguarding Concerr

Please contact the following individual - Safeguarding Lead – Assistant Director Safety, Decency and Respect on 01173038009/8010

Monitoring

Consultations will be monitored in accordance with Severnside's Audit Framework.

Any learning events/ incidents will be reported in accordance with the Severnside Incident Management Policy and reported to the Head of Healthcare for inclusion into the incident reporting system for review and management.

Enquiries/ incidents/ learning events/ complaints should be emailed to Severnside using severnside.governance@nhs.net

Enquiries/ incidents/ learning events/ complaints concerning the prison healthcare team should be sent to: oxl-tr.systems@nhs.net and oxl-tr.patientpathways@nhs.net

Please contact the following individual - HMP Leyhill Safeguarding Lead – Head of Public Protection on 01454 264230

Related Documents

- Comprehensive Infection Prevention and Control Policy PPE Policy
- Incident Management Policy

Appendices

Appendix 1 - Master List of Equipment in Severnside Diagnostic Bag



Copy of Green bag
checklist Version 10 J1

Appendix 2 –Stock Medication

HMP Bristol

| Prison Stock Medication | | |
|-------------------------|----------|-----------|
| PRODUCT DESCRIPTION | STRENGTH | PACK SIZE |
| Accamprosate Tablets | 333mg | 168 |
| Amitriptyline Tablets | 10mg | 28 |
| Amitriptyline Tablets | 25mg | 28 |

| | | |
|--|----------|-------|
| Amlodipine Tablets | 5mg | 28 |
| Aspirin Disp Tablets | 75mg | 28 |
| Atorvastatin tablets | 20mg | 28 |
| Amyes Complete vanilla flavour | | 200ml |
| Bendroflumethiazide Tablets | 2.5mg | 28 |
| Bisoprolol Tablets | 2.5mg | 28 |
| Carbamazepine Tablets Modified release | 200mg | 56 |
| Carbamazepine Tablets | 200mg | 84 |
| Cetirizine Tablets | 10mg | 30 |
| Chlordiazepoxide Capsules | 10mg | 100 |
| Chlorphenamine Tablets | 4mg | 28 |
| Citalopram Tablets | 20mg | 28 |
| Clopidogrel Tablets | 75mg | 28 |
| Clonazepam Tablets | 500mcg | 100 |
| Co-codamol Tablets | 30/500mg | 100 |
| Co-codamol Tablets | 8/500mg | 100 |
| Codeine Phos Tablets | 15mg | 28 |
| Dextro Energy Tablets (dextrose) | | 1op |
| Diazepam Tablets | 2mg | 28 |
| Diazepam Tablets | 5mg | 28 |
| Fluoxetine Capsules | 20mg | 30 |
| Furosemide Tablets | 40mg | 28 |
| Gabapentin various strengths | | |
| Gliclazide Tablets | 80mg | 28 |
| Glucagen injection | 1mg | 1 |
| Ibuprofen Tablets (issue under minor ailments) | 200mg | 84 |

| | | |
|---------------------------------------|--------|-------|
| Ibuprofen Tablets | 400mg | 84 |
| Lansoprazole Capsules | 30mg | 28 |
| Laxido sachets | | 30 |
| Levothyroxine Tablets | 25mcg | 28 |
| Levothyroxine Tablets | 100mcg | 28 |
| Loperamide Capsules | 2mg | 30 |
| Loratadine Tablets | 10mg | 30 |
| Metformin 500mg MR tablets | 500mg | 56 |
| Metformin 500mg Tablets | 500mg | 84 |
| Metoclopramide Tablets | 10mg | 28 |
| Mirtazepine Tablets | 15mg | 28 |
| Mirtazepine Tablets | 30mg | 28 |
| Mirtazepine Tablets | 45mg | 28 |
| Naltrexone Tablets | 50mg | 28 |
| Naproxen Tablets | 500mg | 28 |
| Olanzapine Tablets | 5mg | 28 |
| Omeprazole Capsules | 20mg | 28 |
| Pabrinex inj | | 10 |
| Paracetamol Tablets | 500mg | 100 |
| Peppermint oil Capsules (mintec) | 0.2ml | 84 |
| Peptac (500ml peppermint) | | 500ml |
| Prednisolone Tablets | 5mg | 28 |
| Pregabalin Capsules various strengths | | |
| Promethazine Tablets | 25mg | 56 |
| Prochlorperazine Buccal Tablets | 3mg | 50 |
| Propranolol Tablets | 40mg | 28 |
| Quetiapine Tablets | 25mg | 60 |
| Quetiapine Tablets | 100mg | 60 |

| | | |
|---|--------|-----|
| Quetiapine Tablets | 150mg | 60 |
| Quetiapine Tablets | 200mg | 60 |
| Quetiapine Tablets | 300mg | 60 |
| Ramipril capsules | 5mg | 28 |
| Rivaroxaban Tablets | 20mg | 28 |
| Senna Tablets | 7.5mg | 60 |
| Sertraline Tablets | 50mg | 28 |
| Sertraline Tablets | 100mg | 28 |
| Sodium Valproate G/R Tablets | 200mg | 100 |
| Sodium valporate MR tablets | 500mg | 100 |
| Sodium Valproate G/R Tablets | 500mg | 100 |
| Thiamine Tablets | 100mg | 100 |
| Venlafaxine Tablets | 37.5mg | 56 |
| Venlafaxine XL Tablets | 75mg | 30 |
| Venlafaxine XL Tablets | 150mg | 30 |
| Warfarin Tablets | 1mg | 28 |
| Warfarin Tablets | 3mg | 28 |
| Warfarin Tablets | 5mg | 28 |
| Zopiclone | 7.5mg | 28 |
| IP MEDICATION TO BE GIVEN AGAINST A PRESCRIPTION | | |
| GTN Spray | 400mcg | |
| Chloramphenicol Eye Ointment | 1% | 4g |
| Salbutamol Inhaler | 100mcg | |
| Amoxicillin Capsules | 500mg | 15 |
| Amoxicillin Capsules | 500mg | 21 |
| Clarithromycin Tablets | 500mg | 14 |

| | | |
|-----------------------------|--------|----|
| Nitrofurantoin M/R Capsules | 100mg | 14 |
| Flucloxacillin Capsules | 500mg | 20 |
| Flucloxacillin Capsules | 500mg | 28 |
| Paracetamol Tablets | 500mg | 56 |
| Paracetamol Tablets | 500 mg | 42 |
| Ibuprofen Tablets | 400mg | 21 |
| Ibuprofen Tablets | 200mg | 42 |

HMP Ashfield and HMP Leyhill Stock Medication

| <u>Item description</u> | <u>Pack Size</u> | <u>Stock Level</u> |
|---|-------------------------|---------------------------|
| <u>Antibiotics</u> | | |
| Amoxicillin 500mg capsules | 21 | 2 |
| Clarithromycin 500mg tablets | 14 | 1 |
| Clindamycin 300mg capsules | 28 | 1 |
| Co-amoxiclav 500/125mg tablets | 21 | 2 |
| Doxycycline 100mg capsules | 8 | 2 |
| Flucloxacillin 500mg capsules | 28 | 2 |
| Levofloxacin 500mg tablets (not EWP) | 10 | 1 |
| Metronidazole 400mg tablets | 21 | 2 |
| Nitrofurantoin MR 100mg capsules (EWP only) | 6 | 2 |
| Nitrofurantoin MR 100mg capsules (not EWP) | 14 | 2 |
| Phenoxymethylpenicillin 250mg tablets | 28 | 2 |
| Trimethoprim 200mg tablets (EWP only) | 6 | 2 |
| Trimethoprim 200mg tablets (not EWP) | 14 | 2 |
| <u>Analgesia</u> | | |
| Co-codamol 30/500mg tablets (not Bri or EWP) | 30 | 2 |
| Naproxen 500mg tablets | 14 | 2 |
| Paracetamol 500mg tablets | 16 | 4 |
| <u>Respiratory</u> | | |
| Prednisolone 5mg tablets | 28 | 2 |
| Salbutamol inhaler 100mcg | 1 | 1 |
| <u>Antiemetic</u> | | |
| Metoclopramide 10mg tablets | 14 | 2 |

| | | |
|--|------|---|
| Metoclopramide injection 10mg/2ml | 10 | 1 |
| | | |
| ENT/ Eyes | | |
| Chloramphenicol 1% eye ointment | 4g | 1 |
| Gentisone HC ear drops | 10ml | 1 |
| GTN spray | 1 | 1 |
| Minims Fluorescein 1% | Each | 4 |
| Minims Tetracaine 1% | Each | 4 |
| Otomize spray | 1 | 1 |
| | | |
| | | |
| Miscellaneous | | |
| Aspirin 300mg disp tablets | 16 | 2 |
| Ceftriaxone 1g vial | 1 | 1 |
| Chlorphenamine 4mg tablets | 28 | 1 |
| Hydrocortisone 1% cream | 15g | 1 |
| Lidocaine 1% injection 5ml | 10 | 1 |
| Methylprednisolone 40mg/1ml | Vial | 2 |
| Methylprednisolone 40mg/1ml plus Lidocaine | Vial | 2 |
| Rivaroxaban 15mg tablets | 7 | 1 |
| Rivaroxaban 20mg tablets | 7 | 1 |

Appendix 3 – HMP Bristol, HMP Ashfield & HMP Leyhill Minor Ailments Stock

| Minor Ailments Stock | | | |
|-------------------------|----------------|----------|-----------|
| Medication | Form | Strength | Pack Size |
| Anusol | Cream | | 23g |
| Aspirin(IP) | Soluble Tablet | 300mg | 16 |
| Aspirin (NIP) | Soluble Tablet | 300mg | 300mg |
| Beclometasone | Nasal Spray | | 1 |
| Clotrimazole | Cream | 1% | 20g |
| Hayfever eye drops | Drops | | 1 |
| ibuprofen | Gel | 5% | 50g |
| Ibuprofen (IP) | Tablets | 200mg | 16 |
| Lactulose solution(NIP) | Solution | | 300ml |
| Loperamide (IP) | Capsule | 2mg | 6 |
| Loratadine (IP) | Tablets | 10mg | 14 |
| Paracetamol (IP) | Tablets | 500mg | 16 |

GP Out of Hours Service Standard Operating Procedure: Governance

Appendix 4 – Oxleas Authorisation Chart



Oxleas authorisation
chart.docx

Appendix 5 – Prohibited Items

The full list of prohibited items is made available in the gate area of the prison you are visiting. If you have any of the listed items on your person at that time, you must notify the prison staff in the gate area. You will either be directed to return such items to your vehicle or to secure such items in a locker provided by the prison. If you use a locker, you will be issued the key to keep on your person during your visit and to allow you to retrieve the items when you leave the prison.

It is a criminal offence to take prohibited items beyond the gate area and into the main prison, unless you have written authorisation from the prison's security department.
Prohibited Items List:

The below is a list of prohibited items that must not be taken into the prison:

- ☒ Explosives, weapons or ammunition of any description (including imitation)
- ☒ Tools of any description, including scissors, pen knives
- ☒ Manicure sets, including nail files, tweezers, clippers, nail polish, polish remover
- ☒ Mobile phones, chargers
- ☒ Computer equipment
- ☒ Cameras, video recorders, audio recorders
- ☒ Smart watches, fitbits, wearable tech
- ☒ SIM cards, memory sticks, any other data transfer device
- ☒ Unauthorised drugs
- ☒ Alcohol
- ☒ Cigarettes, tobacco, lighters, matches
- ☒ Metal cutlery
- ☒ Glass containers
- ☒ Mirrors, including makeup compacts with mirrors built in
- ☒ Aerosols
- ☒ Chewing gum
- ☒ Blue tack (or similar)
- ☒ Tin foil

GP Out of Hours Service Standard Operating Procedure: Governance

- ☒ Wire
- ☒ Clothing with offensive logos
- ☒ Umbrellas
- ☒ Chemicals or cleaning equipment
- ☒ Large amounts of cash (anything over £20)

This list is not exhaustive.

Appendix 6 – In Possession Policy



In-possession policy
16.11.2021.pdf

Tables

Change Register

| Date | Version | Author | Changes |
|--------------------------------|---------|-----------------------|--|
| 16 th February 2018 | 1 | D Coates | Minor changes/clarification. Change in the availability of onsite GP service at HMP Bristol. Change prison control room contact telephone number[s]. |
| 2 nd March 2021 | 3 | C Dykes | Change to Severnside IUCS, and addition of remote assessment (Accurx, promote prescribing (EPS) and remote authorisation of medication |
| 22 nd November 2022 | 4 | Dr K Ryan | Full review to incorporate the addition of HMP Ashfield and HMP Leyhill. |
| 29 th July 2025 | 4.1 | Renuka Suriyaarachchi | Changes to Cleo from Adastra |