

Checklist for 24x7 Accidents and Emergency Departmental of the Hospital

S.No.	Activities	Statues Yes/No	Remarks
1.OUTSIDE EMERGENCY DEPARTMENT			
1.	There should be adequate signage in the city on main roads to inform where about of the Hospitals		
2.	Adequate signage on the boundary wall of the hospital		
3.	Exit/entrance signage		
4.	Adequate lighting along the boundary wall and at entry and exit of the Hospital		
5.	Luminescent paint for signage on the outer side and normal paint for signage inside the building (GLOW SINAGE)		
6.	Safe drinking water facility at a prominent place near main entry of the hospital		
7.	Designated parking facility for (a) Ambulance (b) Staff (c) Public (Clear “no parking zone” outside emergency area to ensure smooth inflow of traffic for bringing and taking emergency cases)		
8.	One way entry and exit in the porch leading to emergency OPD.		
9.	Adequate No. of stretchers, wheelchairs and trolleys with signage Trolley/ wheelchair Bay.		
10.	Security staff to manage the entrance of the hospital and parking facility and other vital areas (in all 3 shifts)		
11.	Helpers / attendant to provide wheelchairs and trolleys (May I Help You Staff.) at entrance		
12.	Adequate signage showing location of emergency services eg. Lab, ECG, Pharmacy, Registration, Injection Room, Minor OT etc		
13.	Red Cross Canteen/other Canteen.		
14.	Adequate illumination in and around Emergency area.		
15.	All Wheelchairs & Trolleys have safety belts		
16.	Washing Area for Trolleys and Wheelchairs		

1. INSIDE EMERGENCY DEPARTMENT

S.No.	1.Design parameters	Status Yes/No	Remarks
1.	Reception /May I Help You		
2.	Registration IPD/OPD		
3.	MLC cell		
4.	Injection Room		
5.	Dressing Room		
6.	ECG Room		
7.	Nebulization Room		
8.	Minor OT		
9.	Display Emergency Drug List		
10.	Public Telephone facility		
11.	Triage Area		
12.	Waiting Area		
13.	Consultation room		
14.	Hand washing Area		
15.	Toilet for public		
16.	Toilet for disabled		
17.	Examination room		
18.	Plaster room		
19.	Clean utility		
20.	Dirty utility		
21.	Observation Area		
22.	Resuscitation Area		
23.	Store –for equipment -for general stores		
24.	Toilet for Staff		
25.	Shower for patients		
26.	Pharmacy/medication area		
27.	Pharmacy/medication area		
29.	X-ray – general viewing –reporting		

28.	Nursing Staff station		
30.	Isolation Area		
31.	Circulation Area		
33.	Staff room		
34.	Change room Male/Female		
35.	Toilet for staff		

S.No.	2. Equipment:-	Status Yes/No	Remarks
1.	B.P apparatus without Mercury		
2.	Emergency crash cart having all emergency medicines and consumables multi parameter monitor defibrillator.		
3.	Crash cart fully labeled & locked		
4.	Emergency drug tray		
5.	Disaster Almira for minimum 50-100 patients along with displayed list of all items.		
6.	Emergency Oxygen cylinder 2 large & 2 small (minimum) apart from Gas pipeline.		
7.	Suction machine minimum 2		
8.	Refrigerator for Injections		
9.	Monitors minimum one		
10.	Iv stands/Infusion pumps		
11.	Availability of list of Equipment (copy attached)		

WHO Generic Essential Emergency Equipment List (with attached).

S.No.	3. Drugs:-	Status Yes/No	Remarks
1.	Standard treatment guidelines (Standard guidelines issued by NRHM are available or not).		
2.	Standard guidelines issued by NRHM are being		

	Implemented in emergency or not		
3.	Surgeries being conducted in emergency except Caesarean Section (from 2P.M to 9 A.M)		
4.	EDL displayed (copy attached)		
5.	Narcotics double lock & key Record properly maintain		
6.	Policy for checking of expired drugs.		

S.No.	4. Records:-	Status Yes/No	Remarks
1.	Brought–dead register		
2.	Linen register		
3.	Post Mortem register		
4.	Specialist Call register		
5.	Roster for EMO and Specialists		
6.	Transfer in register		
7.	Referral register		
8.	Treatment register		
9.	OPD card MLC non MLC to be displayed		
10.	IPD file complete		

S.No.	5. Manpower	Details	Status Yes/No	Remarks
1.	Supervisory personnel like Resident Medical Officer or Emergency In charge-	A dedicated person should be assigned as in charge of emergency department.		

2.	EMO 1. EMO 2.	.Sitting duties in Consultation Room in EMOPD Attend all emergencies MLC Emergency Ward patients Hospital round/attend the call for the indoor patients Dressing /Minor procedures		
3.	Nursing Staff			
4.	Emergency Medical Technicians			
5.	Supportive Staff	H K GDA and security		
6.	Other Support Staff: a) Staff for Minor OT- b) Registration Clerk- c) Data Entry Operator- d) Lab technician- e) Security staff- f) Group D staff- g) Housekeeping staff	DEO for Registration (OPD&IPD) and for MLC& PM reports		
7.	Pharmacist	For Injection room & Dispensing of medicines & when required to assist in preparing Post Mortem Reports & for Record keeping of both consumption of injection / Tablets and Post Mortem Record		

S.No.	6. Miscellaneous:-
1.	Fire safety measures
2.	Availability of Telephone
3.	Box for death forms
4.	Suggestion /Complaint box
5.	Disaster management committee displayed with telephone
6.	<p>Scroll outside /LCD display Name and Phone No. of</p> <ol style="list-style-type: none"> 1. Doctor on duty (EMO 1&2) 2. Specialist on call and second on call of each specialty 3. In charge of A&E Department 4. RMO 5. In charge of Police post 6. In charge of Transport/102 Ambulance 7. Help line Hearse & Red Cross Number 8. Help line Women Cell (Rape Victims/Violence against Women etc.) 9. Police post In charge 10. Tertiary care centre (nearest to the Hospital) 11. Available range of services in A&E Department 12. Matron of Hospital 13. Nursing sister on duty 14. PMO 15. CMO

ANNEXURE-VII

WHO Generic Essential Emergency Equipment List

This checklist of essential emergency equipment for resuscitation describes minimum requirements for emergency and essential surgical care at the first referral health facility

Capital Outlays	Quantity	Date checked
Resuscitator bag valve and mask (adult)		
Resuscitator bag valve and mask (paediatric)		
Oxygen source (cylinder or concentrator)		
Mask and Tubings to connect to oxygen supply		
Light source to ensure visibility (lamp and flash light)		
Stethoscope		
Suction pump (manual or electric)		
Blood pressure measuring equipment		
Thermometer		
Scalpel # 3 handle with #10,11,15 blade		
Scalpel # 4 handle with # 22 blade		
Scissors straight 12 cm		
Scissors blunt 14 cm		
Oropharyngeal airway (adult size)		
Oropharyngeal airway (paediatric size)		
Forcep Kocher no teeth 12-14 cm		
Forcep, artery		
Kidney dish stainless steel appx. 26x14 cm		
Tourniquet		
Needle holder		
Towel cloth		
Waste disposal container with plastic bag		
Sterilizer		
Nail brush, scrubbing surgeon's		
Vaginal speculum		
Bucket, plastic		
Drum for compresses with lateral clips		
Examination table		
Wash basin		
Renewable Items		
Suction catheter sizes 16 FG		
Tongue depressor wooden disposable		
Nasogastric tubes 10 to 16 FG		
Batteries for flash light (size C)		
Intravenous fluid infusion set		
Intravenous cannula # 18, 22, 24		
Scalp vein infusion set # 21, 25		
Syringes 2ml		
Syringes 10 ml		
Disposable needles # 25, 21, 19		
Sharps disposal container		

Capital Outlays	Quantity	Date checked
Capped bottle, alcohol based solutions		
Sterile gauze dressing		
Bandages sterile		
Adhesive Tape		
Needles, cutting and round bodied		
Suture synthetic absorbable		
Splints for arm, leg		
Urinary catheter Foleys disposable #12, 14, 18 with bag		
Absorbent cotton wool		
Sheeting, plastic PVC clear 90 x 180 cm		
Gloves (sterile) sizes 6 to 8		
Gloves (examination) sizes small, medium, large		
Face masks		
Eye protection		
Apron, utility plastic reusable		
Soap		
Inventory list of equipment and supplies		
Best practice guidelines for emergency care		
Supplementary equipment for use by skilled health professionals		
Laryngoscope handle		
Laryngoscope Macintosh blades (adult)		
Laryngoscope Macintosh blades (paediatric)		
IV infusor bag		
Magills Forceps (adult)		
Magills Forceps (paediatric)		
Stylet for Intubation		
Spare bulbs and batteries for laryngoscope		
Endotracheal tubes cuffed (# 5.5 to 9)		
Endotracheal tubes uncuffed (# 3.0 to 5.0)		
Chest tubes insertion equipment		
Cricothyroidectomy		

ANNEXURE-VIII

SUGGESTIVE EMERGENCY DRUG LIST

Following medicines should be available in the Emergency department for the patients for effective and immediate management of their conditions:

The list can be pruned or expanded depending upon the need of the hospital.

Emergency Drug List			
Sr. No.	Drug	Formulation	Strength
1	Oxygen Medicinal Gas	Inhalation	
2	Thiopentone Sodium	Injection Powder	0.5 g
3	Lignocaine Hydrochloride	Jelly sterile	2%
4	Lignocaine Hydrochloride	Injection	2%
5	Atropine.	Injection (sulphate)	0.5 mg/ml
6	Diazepam	Injection	5 mg/ml
7	Diclofenac	Injection	25 mg/ml
8	Ibuprofen	Tablet	400 mg
9	Paracetamol	Tablet	500 mg
10	Paracetamol	Syrup	100 mg/5 ml
11	Paracetamol	Injection	150 mg/ml
12	Morphine Sulphate	Injection	10 mg/ml
13	Tramadol Hydrochloride	Tablet	50 mg
14	Tramadol Hydrochloride	Injection	50 mg/ml
15	Cetirizine	Tablet	10 mg
16	Cetirizine	Suspension	5 mg/ml, 60 ml
17	Pheniramine maleate	Injection	22.75 mg/ml
18	Dexamethasone Disodium	Injection	4 mg/ml
19	Hydrocortisone Sodium Succinate	Powder for injection	100 mg vial
20	Adrenaline	Injection	1 mg/ml (1:1000)
21	Charcoal activated	Tablet	250 mg
22	Antisnake venom	Injection	10 ml vial
23	Calcium gluconate	Injection	100 mg/ml
24	Naloxone Hydrochloride	Injection	400 mcg
25	Pralidoxime (PAM)	Injection	1 gm vial
26	Lorazepam	Injection	2 mg/ml
27	Magnesium sulphate	Injection	500mg/ml
28	Phenobarbitone	Injection	200 mg/ ml
29	Phenytoin	Injection (sodium)	50 mg/ml
30	Amoxicillin + clavulanic acid	Injection	500 +100 mg
31	Ampicillin Sodium	Injection powder	500 mg
32	Benzathine penicillin	Injection powder	6 lacs IU vial

33	Benzathine penicillin	Injection powder	12 lacs IU vial
34	Cefotaxime	Injection	250mg
35	Cefotaxime	Injection	500 mg
36	Ceftriaxone Powder (sodium)	Injection powder	250 mg
37	Ceftriaxone Powder (sodium)	Injection powder	1 g vial
38	Amikacin	Injection	500 mg/2 ml
39	Ciprofloxacin	Injection IV	200 mg/ 100 ml
40	Gentamycin Sulphate	Injection	40 mg/ ml, 2 ml vial
41	Metronidazole	Injection	500 mg/ 100ml
42	Heparin sodium	Injection	5000 IU/ ml
43	Ethamsylate	Injection	250 mg/2 ml
44	Vitamin K	Injection	10 mg/ml, 1 ml ampoule,
45	Plasma Volume Expander	Injection	500ml
46	Diltiazem	Injection	5 mg/ml
47	Glycerine trinitrate	Tablet (sublingual)	500 mcg
48	Glycerine trinitrate Nitro Glycerine	Injection	5 mg/ ml
49	Isosorbide mononitrate	Tablet	20 mg (SR)
50	Isosorbide dinitrate	Tablet (sublingual)	5 mg
51	Adenosine Phosphate	Injection	3 mg/ ml
52	Dobutamine	Injection	125 mg/ 5 ml
53	Dopamine Hydrochloride	Injection	40 mg/ ml
54	Streptokinase	Injection powder	1500000 IU
55	Potassium permanganate	Aqueous solution	1 : 10 000
56	Silver sulfadiazine	Cream	1%
57	Calamine lotion	Lotion	8%
58	Povidone iodine	Solution	5%
59	Povidone iodine	Ointment	5%
60	Furosemide	Injection	10 mg/ml
61	Mannitol	Injectable solution	20%
62	Ranitidine	Injection	25 mg/ml
63	Metoclopramide Hydrochloride	Injection	5 mg/ ml
64	Prochlorperazine	Injection	12.5 mg/ml
65	Ondansetron	Injection	2 mg/ ml
66	Promethazine Hydrochloride	Injection	25 mg/ml
67	Promethazine	Syrup	5 mg/ 5 ml
68	Hyoscine butyl bromide	Injection	20 mg/ ml
69	Glycerine Saline	Enema	
70	Oral Rehydration Salts	Powder for solution	As per IP
71	Insulin (soluble)	Injection	40 IU/ml
72	Intermediate-acting insulin	Injection	40 IU/ml

	(Lente)		
73	Anti Rabies Immunoglobulin	Injection	3000 IU /ml
74	Tetanus vaccine	Injection	0.5 ml Ampoule
75	Anti Rabies vaccine	Injection ID	
76	Neostigmine	Injection	500 mcg/ ml
77	Ciprofloxacin	Eye Drops	0.3%
78	Atropine Sulphate	Eye Ointment	1%
79	Tropicamide + Phenylephrine	Eye Drops	0.8% + 5%
80	Sodium Carboxymethyl Cellulose	Eye Drops	0.5% w/v
81	Saline	Nasal Drops	0.6%
82	Xylometazoline	Nasal Drops	0.05%,
83	Glycerin	Solution	500 gm bottle
84	Oxytocin	Injection	5 IU in 1 ml ampoule
85	Haloperidol	Injection	5 mg
86	Alprazolam	Tablet	0.25 mg
87	Aminophylline	Injection	25 mg/ ml
88	Ipratropium bromide - aerosol	Nebulizer Solution	
89	Salbutamol Sulphate	Nebulizer solution	5 mg/ ml
90	Etophylline + Theophylline	Injection	169.4 mg + 56.6 mg/2 ml
91	Budesonide	Nebulizer solution	15 ml vial
92	Glucose/dextrose	Injectable solution	5%, isotonic
93	Glucose/dextrose	Injectable solution	10% isotonic
94	Glucose/dextrose	Injectable	25%
95	Glucose with sodium chloride/saline	Injectable solution	5% glucose + 0.9% sodium chloride
96	Potassium chloride	Injectable solution	11.2% in 20ml
97	Ringer lactate	Injectable IV solution	
98	Sodium bicarbonate	Injectable IV solution	7.5%
99	Sodium chloride	Injectable solution	0.9% isotonic
100	Water for injection	Injection	5ml ampoule
101	Artesunate	Injection	60 mg/ml
102	Artemether	Injection	80 mg/ml, 1 ml amp
103	Quinine (Dihydrochloride)	Injection	300 mg/ ml, 2ml ampoule
104	Chloroquine phosphate	Injection	40 mg / ml
105	Amiodarone	Injection	50 mg/ml (3 ml ampoule)
106	Digoxin	Injection	0.25 mg/ml
107	Pantoprazole	Injection	40 mg