

Managing Medical Emergencies Policy and Procedure

[Name] Dental Practice is equipped and team members are trained to deal effectively with medical emergencies.

- All clinical and clerical staff receive annual emergency life support training and are familiar with the equipment and drugs which may be required to manage a medical emergency in the dental practice.
- There will be a minimum of two people available to deal with a medical emergency at any time in the dental practice.
- The emergency equipment and emergency drug box are stored in *[location]*.
- The first aid kit is stored in *[location]*.
- A medical history is taken from each new patient at their first appointment. This is checked at each routine dental appointment to ensure the details are up-to-date.

All medical emergencies are clinically managed as detailed in *[give details e.g. as described in the SDCEP guidance publication 'Drug Prescribing for Dentistry'. A copy of this publication is available in every surgery]* and following the procedure set out below.

[Name and deputy] are responsible for ensuring that the emergency equipment is in good working order and that the first aid kit and emergency drug box are fully stocked and up-to-date.

- Weekly checks of emergency equipment, disposable emergency equipment and emergency drugs are carried out and logged *[see Emergency Drugs and Equipment Weekly Log for details]*, and any discrepancies resolved immediately.
- Emergency drugs are replaced before their expiry date.
- Oxygen cylinders are serviced and replaced in accordance with the manufacturer's current guidelines.

Procedure

In the event of a significant medical emergency:

Responsibilities	Actions	Member of team responsible
Patient care	<ul style="list-style-type: none">➤ Assess the patient➤ Manage the patient according to agreed emergency clinical procedures and training	<i>[e.g. Supervising dentist or senior dental nurse]</i>
Equipment and Drugs	<ul style="list-style-type: none">➤ Fetch emergency equipment and emergency drug box	<i>[e.g. Assisting dental nurse]</i>
Communications	<ul style="list-style-type: none">➤ Inform Practice Manager/ Receptionist	<i>[e.g. Assisting dental nurse]</i>
	<ul style="list-style-type: none">➤ Contact the patient's emergency contact, if unaccompanied	<i>[e.g. Practice Manager/ Receptionist]</i>
...if an ambulance	<ul style="list-style-type: none">➤ Call for an ambulance using the 999	<i>[e.g. Practice Manager/</i>

Policy And Procedure Templates For Healthcare

BM King

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