

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

# Policy And Procedure Templates For Healthcare

**S Ben Porath**



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