

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

Hospice Procedures Manual Template

Xiang Xie



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