

## 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/

# Patient Care Services Policy And Procedure Manual

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## **Table of Contents Patient Care Services Policy And Procedure Manual**

1. Understanding the eBook Patient Care Services Policy And Procedure Manual
  - The Rise of Digital Reading Patient Care Services Policy And Procedure Manual
  - Advantages of eBooks Over Traditional Books
2. Identifying Patient Care Services Policy And Procedure Manual
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Patient Care Services Policy And Procedure Manual
  - User-Friendly Interface
4. Exploring eBook Recommendations from Patient Care Services Policy And Procedure Manual
  - Personalized Recommendations
  - Patient Care Services Policy And Procedure Manual User Reviews and Ratings
  - Patient Care Services Policy And Procedure Manual and Bestseller Lists
5. Accessing Patient Care Services Policy And Procedure Manual Free and Paid eBooks
  - Patient Care Services Policy And Procedure Manual Public Domain eBooks
  - Patient Care Services Policy And Procedure Manual eBook Subscription Services

- Patient Care Services Policy And Procedure Manual Budget-Friendly Options
- 6. Navigating Patient Care Services Policy And Procedure Manual eBook Formats
  - ePub, PDF, MOBI, and More
  - Patient Care Services Policy And Procedure Manual Compatibility with Devices
  - Patient Care Services Policy And Procedure Manual Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Patient Care Services Policy And Procedure Manual
  - Highlighting and Note-Taking Patient Care Services Policy And Procedure Manual
  - Interactive Elements Patient Care Services Policy And Procedure Manual
- 8. Staying Engaged with Patient Care Services Policy And Procedure Manual
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Patient Care Services Policy And Procedure Manual
- 9. Balancing eBooks and Physical Books Patient Care Services Policy And Procedure Manual
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Patient Care Services Policy And Procedure Manual
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Patient Care Services Policy And Procedure Manual
  - Setting Reading Goals Patient Care Services Policy And Procedure Manual
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Patient Care Services Policy And Procedure Manual
  - Fact-Checking eBook Content of Patient Care Services Policy And Procedure Manual
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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