

Medical Emergencies and Life Support Checklist

Instructions on [how to use checklists](#) in the '*Practice Support Manual*' (PSM) are provided. Note that a blank example Medical Emergencies and Life Support checklist is also provided for reference.

Dental Practice Name:	The Scottish Dental Practice
Overall Responsibility for Checklist:	Charlie Coombs
Year:	2010

	Team Member Responsible	Date to be Completed	Documentation Storage Site	Completed?	Comments	Review Date
Emergency Life Support Training						
Ensure all staff receive annual training (minimum 10 hours CPD per cycle) and keep records of training ^{PI}	TA	March 2010	Certificates and records of training in staff folder	✓	At January staff meeting, all staff reminded of requirement for annual training in March	March 2011
Ensure all staff know their role in managing medical emergencies	CC	April 2010	List of responsibilities in policies folder	✓	At April staff meeting discussed roles of whole team	April 2011
Practise a simulated medical emergency, as a team	CC	May 2010				May 2011
Make up-to-date Resuscitation Council (UK) guidance and SDCEP ' <i>Drug Prescribing For Dentistry</i> ' guidance available to staff	TA	January 2010	Copies kept in staff room	✓	At January staff meeting, staff reminded of need to be aware of content of RC and SDCEP guidance	January 2011

Medical Emergency Equipment						
Ensure recommended equipment ^{PI} is in place and in working order	RC	January 2010	Log of checks in practice inspection folder	✓	Checked – all in order	January 2011
Medical Emergency Drugs						
Ensure recommended medical emergency drugs are in place and in date ^{PI}	RD	January 2010	Log of checks in practice inspection folder	✓	Checked – all in order	January 2011
Ensure Standard Operating Procedure (SOP) for management of Controlled Drugs is in place and up to date	RD	January 2010	In policies folder	✓	May need to be updated sooner if there is a change of legislation or named personnel	January 2012
Risk assess number of oxygen cylinders required	JS	January 2010		✓	Emergency services have short response time so will keep 1 full, working Size D cylinder in practice	January 2011
General Requirements to Prepare for Medical Emergencies						
Ensure an up-to-date medical history is taken for each patient to help identify those at risk of having a medical emergency	CC	April 2010		✓	At April staff meeting reminded staff	April 2011
Appoint individual to be responsible for drugs and equipment	RD	January 2010	List of responsibilities in policies folder	✓	RD responsible for checks and ensuring adequate supplies	January 2011
Ensure all staff know where emergency drugs and equipment are kept	RD	February 2010		✓	At February staff meeting, reminded staff of where drugs and equipment are kept	February 2011

Check supplies of equipment and drugs weekly, and log checks	rd	January 2010			Checks done but not logged. Reminded RD to complete written record	February 2011
Keep the BVM (bag-valve-mask) connected to the oxygen cylinder at all times ^{PI}	RD	February 2010		✓	RD checked; will be part of weekly check of drug and equipment supplies	February 2011
Keep assembled pocket masks in each treatment area ^{PI}	RD	February 2010		✓	RD checked; at staff meeting in February reminded staff to do this; will be part of weekly check of drug and equipment supplies.	February 2011
Arrange for oxygen cylinders and regulators to be serviced according to manufacturers' instructions ^{PI} , and keep certificates	RD	March 2010	Test certificates kept in practice inspection folder	✓	Testing carried out every 5 years by current supplier	March 2011
Have arrangements in place for 2 staff to be present during any planned treatment	JS	April 2010	Policy statement in policies folder	✓	At April staff meeting discussed need for 2 people to be available during treatment	April 2011
Write a protocol for managing medical emergencies	TA	April 2010	Protocol in policies folder	✓	At April staff meeting everyone informed of written protocol	April 2011

^{PI} – Practice Inspection item