# Medical Emergencies and Life Support Checklist

Instructions on [how to use checklists](https://www.psm.sdcep.org.uk/checklists/how-to-use-checklists/) in the ‘*Practice Support Manual’* (PSM) are provided. Note that a worked example Medical Emergencies and Life Support checklist is also provided for reference.

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| **Dental Practice Name:** |  |
| **Overall Responsibility for Checklist:** |  |
| **Year:** |  |

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|  | 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** |  |  |  | |  |  |  |
| Ensure all staff know their role in managing medical emergencies |  |  |  | |  |  |  |
| Practise a simulated medical emergency, as a team |  |  |  | |  |  |  |
| Make up-to-date Resuscitation Council (UK) guidance and SDCEP ‘*Drug Prescribing For Dentistry*’ guidance available to staff |  |  |  | |  |  |  |
| Medical Emergency Equipment | | | | | | | |
| Ensure recommended equipment is in place and in working order **PI** |  |  | |  |  |  |  |
| Medical Emergency Drugs | | | | | | | |
| Ensure recommended medical emergency drugs are available, , stored securely and in date **PI** |  |  | |  |  |  |  |
| Ensure Standard Operating Procedure (SOP) for management of Controlled Drugs is in place and up to date **PI** |  |  | |  |  |  |  |
| Risk assess number of oxygen cylinders required |  |  | |  |  |  |  |
| 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 |  |  | |  |  |  |  |
| Appoint individual to be responsible for drugs and equipment |  |  | |  |  |  |  |
| Ensure all staff know where emergency drugs and equipment are kept |  |  | |  |  |  |  |
| Check supplies of equipment and drugs weekly, and log checks |  |  | |  |  |  |  |
| Keep the BVM (bag-valve-mask) connected to the oxygen cylinder at all times |  |  | |  |  |  |  |
| Keep assembled pocket masks in each treatment area **PI** |  |  | |  |  |  |  |
| Arrange for oxygen cylinders and regulators to be serviced according to manufacturers’ instructions **PI**, and keep certificates |  |  | |  |  |  |  |
| Have arrangements in place for 2 staff to be present during any planned treatment |  |  | |  |  |  |  |
| Write a protocol for managing medical emergencies **PI** |  |  | |  |  |  |  |

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| PI – Practice Inspection item |