

## Parish Dental Practice Policy: First Aid and Medical Emergency

### **Policy Statement:**

Parish Dental Practice is committed to providing a safe environment for both patients and staff. This policy outlines the procedures for administering first aid and responding to medical emergencies, ensuring that appropriate care is provided promptly and effectively.

### **Objective:**

To ensure preparedness and an effective response to any first aid or medical emergency situations in the practice.

### **Scope:**

This policy applies to all staff members at Parish Dental Practice, covering all types of potential medical emergencies that could occur within the practice environment.

### **Procedures:**

#### **1. First Aid Kit:**

- Maintain a well-stocked and accessible first aid kit, regularly checked and replenished.
- Ensure the location of the first aid kit is known to all staff members.

#### **2. First Aid Training:**

- Ensure that a sufficient number of staff are trained in first aid and CPR, with training refreshed regularly.
- Designate a first aid officer or coordinator.

#### **3. Emergency Contact Information:**

- Keep a list of emergency contact numbers (e.g., local emergency services, nearest hospital) readily available.

#### **4. Medical Emergency Procedures:**

- Develop specific procedures for common medical emergencies, such as fainting, allergic reactions, cardiac arrest, or bleeding.
- Regularly train staff on these procedures.

#### **5. Emergency Equipment:**

- If possible, equip the practice with additional emergency equipment, such as an Automated External Defibrillator (AED).
- Train relevant staff in the use of any specialized equipment.

#### **6. Patient Assessment:**





- Train staff to quickly assess the severity of an emergency and respond accordingly.
- Implement a clear process for deciding when to call emergency services.

## 7. **Communication Plan:**

- Establish a clear communication plan for informing all staff of an emergency without alarming patients.
- Designate roles for staff during an emergency (e.g., who calls emergency services, who administers first aid).

## 8. **Documentation and Reporting:**

- Document all incidents requiring first aid or emergency response, including actions taken and outcomes.
- Review and analyze incident reports to improve future emergency response.

## 9. **Review and Update:**

- Regularly review and update the first aid and medical emergency policy and procedures.

## **Responsibility:**

The practice manager is responsible for the implementation and regular review of this policy. All staff are responsible for familiarizing themselves with the first aid procedures and participating in relevant training.

**Policy written by Dr Pavan Amar Singh Bhogal GDC: 273704**

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**Updated Yearly**

