Dental medical emergency procedure

SOP TEMPLATE

Check this template against your local regulations and your own policies before you use it.

SOP no.		Version		Effective date	
Owner		Approver		Review date	

Purpose

To make sure the whole team responds to a medical emergency quickly, in set roles, with the right equipment.

Scope

Any patient, visitor or staff member who becomes unwell at the practice.

Responsibilities

Role	Responsibility
Dentist	Leads the response, assesses the patient and gives emergency medication.
Dental assistant	Fetches the emergency kit, oxygen and AED, and helps with CPR.
Receptionist	Calls emergency services, meets the ambulance and keeps other patients away.

What you need

- Emergency medical kit and drugs
- Oxygen with masks
- Automated external defibrillator (AED)

Procedure

1. **Stop treatment and raise the alarm**

   Stop, remove anything from the mouth, and call the team with the agreed alert.

2. **Assess the patient**

   Check whether they respond and are breathing normally. Lie them flat unless they struggle to breathe.

3. **Call emergency services**

   Call as soon as it is serious or you are unsure. The receptionist stays on the line.

4. **Treat the likely cause**

   Follow the practice's guide for fainting, asthma, anaphylaxis, chest pain, low blood sugar or seizure, and give oxygen if needed.

   > **Caution:** For anaphylaxis, give adrenaline straight away, as your training and guidelines direct.

5. **Start CPR if needed**

   If they are unresponsive and not breathing normally, start CPR and attach the AED.

6. **Hand over and record**

   Give the paramedics the history, the timeline and the drugs given. Record everything in the patient's notes.

7. **Restock and debrief**

   Restock the kit, check the oxygen and AED, and talk through what went well and what to change.

Records

- The record of the emergency in the patient's notes.
- Monthly emergency kit, oxygen and AED checks.
- Staff CPR and emergency training records.

Related documents

- Opening and closing checklist

Revision history

Version	Date	What changed	Approved by