

Medical Emergency Policy



Category	Policy
Summary	This policy outlines BAPAM's procedure for managing any medical emergencies occurring at the BAPAM offices at 7-9 Breams Buildings
Valid from	30 May 2018
Version	1
Date of next review	May 2021
Approval date/ via	BAPAM Medical Committee
Distribution	BAPAM clinicians e-mail & online forum Staff e-mail and meetings Public website
Related documents	<i>Patient Contract</i> <i>Confidentiality Policy</i> <i>Medicines Management</i> <i>Clinical Governance</i> <i>Administration of Adrenaline</i> <i>Clinical Observations</i> <i>Incident Policy</i>
Author	Claire Cordeaux, Director
Further information/contacts	<i>7-9 Bream's Buildings</i> <i>Office hours 0207 404 8444</i>

1.Context

BAPAM does not provide any acute, emergency or general medical services and medically qualified personnel are only present in the office intermittently. The clinical team offer exclusively pre-planned clinical assessments to performing artists with health problems related to performance. This policy outlines procedures to be followed in preparing for, or responding to, a medical emergency taking place in the BAPAM office.

2. Medical emergencies relating to treatment

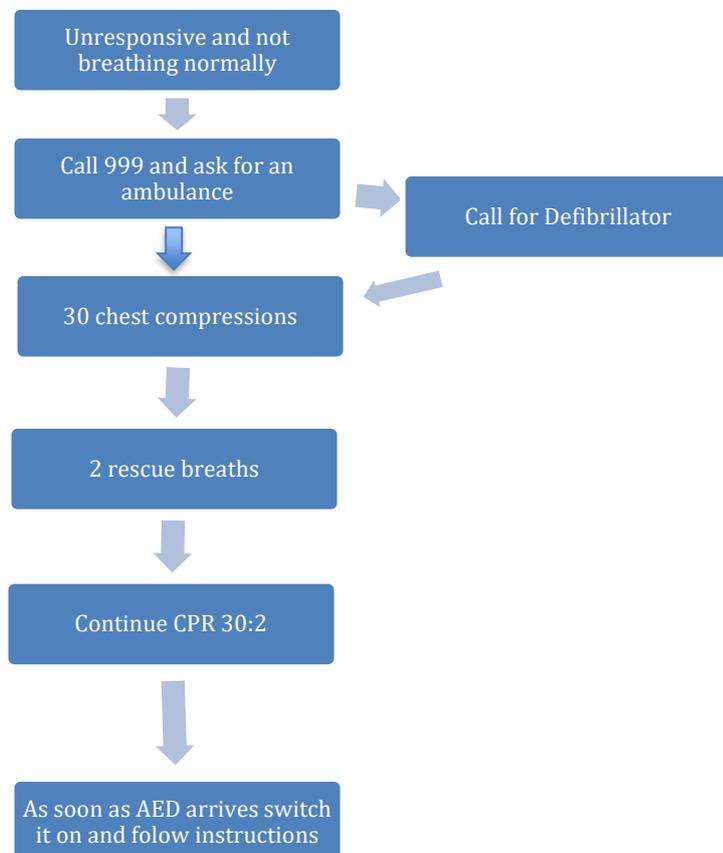
The only medical treatment provided by BAPAM is soft tissue injections. These carry the possibility of an anaphylactic reaction and the policies which deal with procedures in this case are *Medicines Management* and *Administration of Adrenaline*.

3. Medical emergencies occurring by chance

Patients attending BAPAM are not expecting to receive treatment for general medical problems, and it is unlikely that a patient will suffer a medical emergency whilst in BAPAM premises.

In the event of any urgent or emergency situation, staff will immediately phone 999 and administer first aid. They should alert any clinician that is present in the office.

If a patient is unconscious, the administrative team will follow the Resuscitation Guideline below.



If a patient is suddenly unwell but does not require an ambulance they will be directed back to their NHS GP for an urgent appointment, or the nearest walk in urgent care centre (**Soho NHS Walk-in Centre**, 02075346500 1 Frith Street, W1D 3HZ, London, W1D 3HZ <http://www.clch.nhs.uk/>) or will be advised to call NHS 111.

4. Staff Training

All administrative staff are trained in emergency first aid and staff schedules aim to ensure that there is always a designated first aid lead who will perform first aid whilst another will call for an ambulance.

Emergency drills are carried out annually and whenever a new staff member joins the team. These drills verify knowledge of emergency techniques, protocols, and evaluate the team's ability to effectively provide emergency care at a moment's notice.

Clinical personnel are expected to keep up to date with emergency resuscitation and first aid skills as per professional guidelines.

5. Reporting

Any medical emergency needs to be recorded as an incident following the *Incident Policy*.

6. First Aid Kit

The first aid kit is up to date and clearly visible in the office. The Clinics Manager's role is to check expiration dates, and restock as appropriate, utilizing a checklist.

A defibrillator is available for use by the Royal College of Emergency Medicine and an agreement is in place. Staff first aid training includes the use of a defibrillator.

First version May 2018

Review May 2021