

Dentist and Hygienist Classroom Screening Procedure

Purpose

This document tells site teams how to work with our Dental community partners to provide a positive dental screening experience for children and families.

Procedure

Dental screening is offered to all children regardless of their dental home or availability of insurance. If you do not have the minimum number of participants, (10 per site) you may combine with other Early Learning sites in the area to provide screening sessions.

At Enrollment

- Obtain consent for dental screening from parent/guardian. Check consent forms for missing information then follow up with families to complete the form.
- Copy the child's insurance card (if covered).

Before October

- Schedule screening dates with the dental hygienist in October and November.
- Schedule screenings dates that the dentist provides by using the schedule they send to you via email. Review and contact Health Help Line ASAP for scheduling conflicts.

Week prior to the screening

- Confirm the date and time of the screening with everyone (dentist, dental hygienist, parents, site team and volunteers).
- Make sure all paperwork is obtained prior to the screening for every child. Have incomplete forms available for parents to fill out if they attend the screening with their child.
- Obtain and verify the child's Medical Coupon/Dental Insurance Card if available.
- Provide dental education to the entire class to prepare children who will be receiving a dental screening.
- Create nametags for children who will be screened.

Day of the screening

- Prepare the screening room.
- Make sure the children who will be screened are in attendance. Rearrange the schedule as needed.
- Give volunteers instructions and introduce them to the teacher and dentist/dental hygienist.
- Assist with screenings.
- Have the dentist/dental hygienist complete and sign each child's screening form and give them a copy.

After the screening

- Document the services provided in each child's health file.
- File the screening form in the child's file. Give a copy of the results to the parent/guardian.
- Head Start: Send a copy of the screening results form to the ESD.
- Assist the parent/guardian if there are urgent needs or recommendations.

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Related Documents

Dental Examination Report

Sea Mar Consent Form

Sea Mar Screening Results Form

Community Health Care Consent Form

Community Health Care Evaluation Form