



2021-2022 Dental Prevention Program School – NKIDHD Responsibilities

Eligibility of School

- Schools must have 45% or more of the enrolled students participating in the Free and Reduced Lunch Program.

Education/Video Presentation

- A video presentation in the form of a USB will be made available for each grade at your school.
- This video is required to be shown 1-2 weeks before the dental program begins at your school. It will last approximately 20 minutes.
- Each class must view this video. A sign up and confirmation sheet will be made available.
- Consent forms will be provided to the homeroom teachers to be distributed to the students

Consent Forms

- Enough consent form packets will be provided to the school for each student in the participating grades.
- A Master File folder will be given to each school contact person at the presentation. These master forms are to be used by the school to make additional copies, if needed.
- Students must return the completed consent forms in order to participate in the program
- Consent forms will be picked up by Health Department Dental Staff prior to the dental program beginning.
- **School personnel must check forms to make sure the following is complete:**
 - **Parents have signed in the appropriate spots on the consent form**
 - **Social Security #, Medicaid #**
 - **Date of Birth and Medical History**

Equipment

- Equipment will be delivered by the Health Department 1-2 days prior to the dental program.
- FOR BIGGS AND HEAD STARTS-EQUIPMENT WILL BE BROUGHT IN ON THE DAY OF SERVICE.
- Equipment should be placed in the area that has been designated for the dental program.
- The location must be clean and secure and have adequate space.
- Due to updated policies put in place by the CDC, the KY Department of Public Health, and the Northern KY Health Department in the wake of COVID-19, the area where the dental program will be held must be approved by the staff of NKY Health.

Professional Staff

- A Public Health Dental Hygienist will conduct an oral health screening, apply the dental sealants to grades K-6 who need them, perform a dental cleaning, and apply fluoride on the students whose parents have consented.

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- A Dental Assistant will set-up and break-down dental equipment, pull students for the dental screenings, sterilize instruments and assist the Public Health Dental Hygienist.
- **All NKY Health Staff have been fully vaccinated for COVID-19 and have taken extensive training and have been certified in providing dental procedures in a school based setting during the COVID-19 pandemic provided by OSHA, CDC, KY Department of Public Health, and the American Dental Association.**

Schools Responsibility

- Provide internet access via direct plug in if possible, or by wireless connection.
- Provide clean, secure space with access to electrical outlets, preapproved by NKY Health.
- 1 table and 2 chairs
- Distributing and collecting forms
- Parent follow up regarding student's oral health at request of the NKHD
- Reporting to the NKHD the status of students referred for decay
- Keeping a list of area dentists and the Medicaid/MCO's they belong to in order to assist parent in finding dental care for their child.

It is the responsibility of the school to perform the following promotional activities in order to reach and educate the parents about the oral health program available:

- **Announcement of dental program on your website, facebook, twitter**
- **Include the dates on the school calendar for parents to see**
- **Class/Grade/School Newsletters**
- **Distribution of reminders that the NKHD will provide both to parents and within the school**

Other Dental Programs in your school:

The NKHD requests notice prior to us visiting your school if other portable/mobile dental programs are scheduled to provide services during the school year. We do not want to duplicate services or confuse the parent with differing consent forms.

Fees

- For those with Medicaid coverage, the Health Department must file Medicaid for services provided. WE MUST HAVE A SIGNATURE AND EITHER A MEDICAID OR SOCIAL SECURITY NUMBER.
- **There will be no charge to students families if the child has not been seen by a dentist within 6 months.**