

*Operational Guide for School
Oral Health Program*

**Activities
Performed
by the SOHP**

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The main goal of the School Oral Health Program is to prevent and control oral disease of school children.

The School Oral Health Program functions through:

1. Oral Disease Prevention Services:
 - Oral Health Education and Health Promotion Programs.
 - Using of preventive measures.
2. Treatment Services.

1. Oral Disease Prevention Services:

➤ **Oral Health Education and Health Promotion Programs**

- The SOHP has adopted a need-based approach for health education.
- Oral health presentations are given to all the children in kindergarten (KG), primary, intermediate schools, and to children in the special needs schools. Presentations also given to the parents and teachers of all the previously mentioned schools. Oral health education is done by organizing lectures, distributing pamphlets, conducting cultural activities, exhibitions, and utilizing the media.
- Oral hygiene instructions and demonstrations are given individually or in groups to all the children in using tooth brushes, fluoridated tooth pastes, dental floss, and disclosing tablets. Posters, models, and videos are used for this purpose.

➤ **Preventive Measures**

- Topical fluoride application: Fluoride varnish is applied to all children in the SOHP with positive consent form 4- 16 year olds.
- Fissure sealant application: Fissure sealant is applied to permanent teeth from 6-16 year olds.

2. Treatment Services

- These services are provided in conjunction with the other services to school children in the centers and schools. The treatment services will be covered in the clinical protocols section of this operational guide.

Target Population:

Kindergarten children (Grades 1&2):

The following services are provided:

- Oral health education.
- Oral health promotion (tooth brushing, dental flossing).
- Topical fluoride application.

Primary school children (Grades 1- 5)

The following services are provided:

- Oral health education.
- Oral health promotion (tooth brushing, dental flossing).
- Topical fluoride application.
- Fissure sealants.
- Treatment procedures.

Intermediate school children (Grades 6- 9)

The following services are provided:

- Oral health education.
- Oral health promotion (tooth brushing, dental flossing).
- Topical fluoride application.
- Fissure sealants.
- Treatment procedures.

Oral health education and promotion are done to all students in the schools. All preventive and treatment procedures are performed to children with positive consent

The above mentioned services are delivered to the school children through:

1. Center based clinics.
2. School based clinics.
3. Preventive mobile clinics.

1. Center Based Clinics

The SOHP has six dental centers, one in each governorate. The number of clinics in these centers may vary from 8- 20 clinics and these clinics work for 14 hours daily throughout the year. Two clinics, one at each centers; Al-Ahmadi and Hawally centers function in holidays and weekends as emergency clinic.

Each center may have the following facilities:

- Administrative office.
- Reception.
- Record or file storing and sorting machine. Can store up to 35000 files.
- Patient waiting area.
- X-Ray room.
- Central sterilization area.
- Local store.
- Computer server room (server for electronic patient file).
- Health education room.
- Meeting room.
- Security room.
- Dental Laboratory.

Working Hours of SOHP Centers:

- **Morning Hours:** During the school day, the preventive procedures (fluoride and sealants application) mainly done in the morning.
- **Afternoon/ Evening Hours:** Services are provided for the walk in patients and the procedures are performed on quadrant basis.

In morning and afternoon/ evening hours, one to two clinics for walk in emergency cases and one to two clinics for endodontic treatment appointments.

2. School Based Clinics

These are dental clinics located mostly within the primary schools' setting. A dentist and two dental assistants work in each school clinic. This team provides comprehensive oral health care to all the students with positive consent.

Dental Team Duties:

1. The team has to build up a friendly atmosphere with the school administration, teachers, and students.
2. Undertake or/ and supervise oral health promotion and education activities in their school.
3. To order inventory or/ and supplies, a request form has to be filled and sent to their administration office at each program.
4. One of the responsibilities is to maintain students' records in the school clinic.
5. Perform the preventive and the clinical procedures in the school clinic in accordance with the clinical protocol of the SOHP.
6. May refer students to the center for further treatment if needed such as root canal treatment, uncooperative patients, medically compromised patients, and those students who need extraction for permanent teeth.
7. Prepare productivity reports on a monthly basis and submit it to their administration office at each program.
8. Report any kind of complaints in the equipments in the clinic to the maintenance department.
9. At the end of the academic year, make inventory and send all the materials and instruments back to the center and cover the dental unit and other equipments.

First Period (September– March):

First two weeks of the academic year:

1. Report any civil defects in the clinic.
2. Check up the dental unit and autoclave (all equipments) and report the needed repair.
3. Check up the instruments for any replacement.
4. Request the needed supplies and materials.
5. Distribute consent forms according to the regulations in protocol 1.
6. Collect the consent forms and report a summery to the main office in the

official form; total students, positive consent; negative consent, and not returned consents by the end of the second week.

7. Arrange the paperwork in order (daily, monthly, patient file, etc).
8. Arrange the patient for treatment according to:
 - Permanent dentition.
 - Primary dentition.

1. Treatment performed on emergency basis.
2. In this period of time, the dental team may complete:
 - Two applications of fluoride varnish.
 - Sealant application of fully erupted permanent teeth.
 - Treatment of permanent teeth.

Second Period (April– May):

Treatment performed on emergency basis with preference for 1st and 2nd grades for the primary dentition starting with the low risk followed by medium and high caries risk

Emergency treatment is a priority

3. Preventive Mobile Clinics

The preventive mobile teams work in schools without functional dental clinics.

Preventive Mobile Team Duties:

Fluoride Varnish Application:

1. Consent forms distribution and collection.
2. Application for the 1st and 2nd KG children.
3. Application for the primary school students (from 1st to 5th grades).
4. Application for the intermediate students.

Fissure Sealants Application:

1. Consent forms distribution.
2. Placement of fissure sealants for permanent molars and premolars in the following order:

Primary Schools

- A. Students of the 3rd, 4th, and 5th grades are selected first.
- B. Then the 2nd and 1st grade students in the same school.
- C. Once the school preventive procedures are over, the team moves to another school.

Intermediate schools

It is performed according to the program resources.

- Mobile Units

The mobile units supplied are of two types:

1. Fully equipped portable unit.
2. Simple portable unit.

- Mobile Teams

Team A: This consists of the following:

1. One dentist.
2. Two dental assistants.

A fully equipped portable unit is supplied for this team.

Team B: This consists of the following:

1. Hygienist.
2. One dental assistant.

A simple portable unit is supplied for this team.

Duties of the Dentist Working In Preventive Mobile Team

Objectives:

- a. To apply fissure sealants on the erupted sound first and second permanent molars and premolars.
- b. To apply fissure sealants to permanent molars and premolars with early non-cavitated carious lesions.

Dentist Should:

1. Make necessary arrangements with the school authorities in advance.
2. Preferably work in those schools that do not have a fixed dental clinic.
3. Distribute consent forms for preventive procedures at the schools that are assigned to him/her by the team leader with the help of his team members.
4. Get the required materials and instruments from the center/store in advance.
5. Contact the maintenance department to set up the mobile unit in the school where he/she will be working.
6. Perform simple charting along with preventive procedures to students with positive consent.
7. Refer the emergency/complicated cases to the program center.
8. Complete all the preventive procedures in one appointment.
9. Complete preventive procedures for a minimum of 10 students per day and team should cover all the schools allotted by program management.
10. Not perform any procedures under local anesthesia, but can use topical anesthesia if necessary.
11. Perform only the following preventive procedures:
 - a) Fluoride varnish application.
 - b) Fissure sealant application.
 - c) PRR on erupted permanent molars and premolars.
 - d) Scaling and polishing if necessary.
12. Perform procedures with/without rubber dam according to his/her judgment.
13. Abstain from performing any other clinical dental procedures (can only do temporization of deep carious lesions).

Duties of the Dental Hygienist Working In Preventive/ Health Education Team

Objectives:

Perform health education activities and apply fluoride varnish to the target population

Dental Hygienist (DH) will be responsible for the following duties:

1. Make necessary arrangements with the school authorities in advance.
2. Work in those schools that do not have a dental clinic/fixed unit.
3. Distribute consent forms for fluoride varnish application at the schools that are assigned to her by the team leader.
4. Should contact the parents over phone if the students have not returned the consent forms.
5. Should get the required materials and instruments from the center/store in advance.
6. Perform the following preventive procedures:
 - a) Fluoride varnish application.
 - b) Supervised tooth brushing and dental flossing sessions.
 - c) Monitor the children with bad oral hygiene.
 - d) Perform oral health education activities as assigned by the health education leader.

Job Description of the Preventive Team Leader

1. He/ She must be an experienced dentist.
2. He/ She must preferably be part of one of the preventive mobile teams.
3. He/ She must co-ordinate the work of all the preventive teams.
4. He/ She must set short-term and long-term targets for all the teams.
5. He/ She must meet up with other teams on regular basis and find solutions to problems if any.
6. He/ She should report about the progress and working of the teams to their respective clinical supervisor/coordinator.
7. He/ She must also be in constant communication with the store and maintenance departments.