

**HEAD START PROCEDURES FOR:
ORAL HEALTH
COMPONENT: CENTER FOR YOUNG LEARNERS**

1. **Scope:** This describes the Oral Health Practices required according to the Head Start Standard 1302.43.

2. **Responsibility:**
 - 2.1. FSW
 - 2.2. Teacher
 - 2.3. Teachers Aide
 - 2.4. Parents

3. **Resources:**
 - 3.1. Child's File
 - 3.2. *Caring for Our Children*, 4th edition

4. **Procedures:**
 - 4.1. Within the first 90 days of enrollment, a copy of the current dental exam will be obtained from the Dental Provider.
 - 4.2. ESC and ISD Staff will assist families to update dental exams according to the Texas Health Steps Schedule.
 - 4.3. ISD Staff will provide an opportunity for children to participate in oral health hygiene at least one time per day in conjunction with meals in an atmosphere of "healthy choices" and fun.
 - 4.4. **EHS** Use wet gauze to wipe gum of infants at least once a day.
 - 4.5. All children, with teeth, will be assisted in brushing their teeth with fluoride toothpaste at least once daily.
 - 4.5.0. Children under three years of age, and as soon as the first tooth erupts, shall be dispersed with a small smear (grain of rice) of fluoride toothpaste on a small piece of paper or in a cup and applied to the toothbrush off the paper or from the cup. For children over three years of age, a pea-sized amount of fluoride toothpaste should be dispersed on a small piece of paper or in a cup and applied to the toothbrush off the paper or from the cup
 - 4.5.1. Toothbrushes will be changed every 3 months, when diagnosed with a communicable disease, when frayed, or as needed.
 - 4.5.2. Toothbrushes will be stored in holders that prevent brushes from touching each other, will air dry quickly, and are protected from insect contamination.
 - 4.5.3. Toothbrushes will be labeled with permanent markers. No tape will be used to label.
 - 4.5.4. Dental brush holders and covers will be sanitized weekly.

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- 4.5.5. Staff will complete oral care and record on a daily information sheet for infants and toddlers.
- 4.5.6. ISD Staff will provide dental education to children and their parents through classroom activities, newsletters, and parent meetings.

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- 4.6. Toothbrushes and paste will be provided for each child’s use, and will be provided for home use as needed.
 - 4.6.1 Pea size dot of toothpaste should be dispersed on small piece of paper or in cup and applied to the brush off of paper or cup.
 - 4.6.2 Toothbrushes will be changed every three months, when frayed, when a child is diagnosed with a communicable disease, or as needed.
 - 4.6.3 Toothbrushes will be stored in holders that prevent brushes from touching each other, will air dry quickly, and are protected from insect contamination.
 - 4.6.4 Toothbrushes will be labeled with permanent markers. No tape will be used to label.
 - 4.6.5 Dental holders and covers will be sanitized weekly.
- 4.7. ISD Staff will provide dental education to children and their parents through classroom activities, newsletters, and parent meetings.
- 4.8 During times of emergencies, natural disasters, pandemics, etcetera, Head Start will abide by CDC guidelines, Office of Head Start directives, state pandemic guidelines and local ISD emergency preparedness/pandemic plans.

5. **Associated Documents:**

- 5.1. Lesson Plans
- 5.2. Visit Report
- 5.3. Daily Health Check
- 5.4. Case Notes

6. **Record Retention Table:**

Identification	Format	Storage	Retention	Disposition	Protection
Case Notes	Electronic	Web-based data system	Electronic	Deleted	User ID
Lesson Plans	Electronic	Jump Drive	7 years	Deleted	User ID
Classroom Visit Report	Electronic	Google	7 years	Deleted	User ID
Daily Health Check	Print	Classroom Log	7 years	Shredded	ISD locked unit

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7. **Monitoring:**
Quarterly review

8. **Revision History:**

Date	Revision#	Description of Revision
6-2017		
5-2018		Reviewed
6-2019	6	changed PROMIS to myHeadStart
6-2019	4.6.2	Changed “Toothbrushes will be changed every three months, when frayed, diagnosed with a communicable disease, or as needed.” to “Toothbrushes will be changed every three months, when frayed, when child diagnosed with a communicable disease, or as needed.”
7-2020	Reviewed - No Changes	
12-2020	4.8	Added “During times of emergencies, natural disasters, pandemics, etcetera, Head Start will abide by CDC guidelines, Office of Head Start directives, state pandemic guidelines and local ISD emergency preparedness/pandemic plans.”
12-2020	Titles	Changed titles to match. Changed document title from “Dental Procedures” to “Oral Health” to match Doc title.
1-24-2021	Resources 3.2	Added <i>Caring for Our Children</i> , 4th edition
1-24-2021	4.5.	Changed from “ Do not use fluoridated toothpaste under age two” to “ All children, with teeth, will be assisted

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		in brushing their teeth with fluoride toothpaste at least once daily.”
1-24-2021	4.5.0	Changed “Smear of toothpaste should be dispersed on a small piece of paper or in a cup and applied to the toothbrush off the paper or from the cup” to “Children under three years of age, and as soon as the first tooth erupts, shall be dispersed a small smear (grain of rice) of fluoride toothpaste on a small piece of paper or in a cup and applied to the toothbrush off the paper or from the cup. For children over three years of age, a pea-sized amount of fluoride toothpaste should be dispersed on a small piece of paper or in a cup and applied to the toothbrush off the paper or from the cup.”
4/29/2022		review
12/2022	6.0	remove “myHeadStart” replace with “Web-based data system”