

Start-up pack for Early Years Settings and Primary Schools

Supervised tooth brushing Programme in Leicester City

Introduction:

This start-up pack includes the standards, information and paperwork for Early Years and School settings to start and manage a supervised toothbrushing programme under the direction of Leicester City Council's Oral Health Promotion Service.

A full copy of the standards can be obtained by emailing the Oral Health Promotion Service on healthyteethhappysmiles@leicester.gov.uk.

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Acknowledgement

These standards are based on the toolkit to support commissioning of supervised toothbrushing programmes in early years and school settings published by Public Health England in December 2016. We have endeavoured to ensure that they reflect relevant guidance and evidence, which is current at the time of publication.

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Leicester City Council

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Quality Assurance Standards for Nursery/School

These standards are abbreviated. The full standards can be obtained from your Oral Health Promoter or by emailing healthyteethhappysmiles@leicester.gov.uk

Organisation:

- there should be a designated lead person for the programme in all establishments
- a model agreement which outlines the roles and responsibilities of all parties involved should be completed
- support and training is available for staff to deliver the programme, including infection prevention and control procedures. Training is recorded and monitored
- permission/consent should be sought from parents or carers for their children to take part in the scheme and records should be maintained
- quality assurance assessments should be carried out by staff each term and by the provider team annually and documented using the provided quality assurance checklist

Toothbrushing/ Effective Preventative Practice:

- children are closely supervised when brushing their teeth
- family toothpaste containing 1,350 – 1,500 ppm (parts per million) fluoride is used
- for children aged 0 – three years use a smear of toothpaste (Figure 1) and for children aged over three years use a pea size amount of toothpaste (Figure 2)



Figure 1



Figure 2

- children should be discouraged from swallowing toothpaste during or after brushing their teeth
- after brushing the child spits and doesn't rinse
- toothpaste is not reapplied if swallowed
- toothbrushes are replaced termly or when they appear damaged or the bristles are splayed or if the toothbrush is dropped on the floor

Infection prevention and control:

- staff wash their hands before and after each toothbrushing session and all cuts, abrasions and breaks in the skin are covered with a waterproof dressing before toothbrushing and cleaning is carried out
- supervisors dispense the toothpaste onto a clean surface such as a plate or paper towel
- there is sufficient spacing between the quantities of dispensed toothpaste to allow collection without cross-contamination
- care is taken to ensure that toothbrushes do not touch each other and cross-contaminate when being removed from or replaced in storage systems
- toothbrushes are individually identifiable enabling each child to be able to recognise their own brush
- after brushing, toothbrushes are rinsed thoroughly and individually under cold water and replaced in the storage system to allow them to air dry
- any toothbrushes dropped onto the floor are discarded
- storage systems should allow air-flow around the toothbrush heads to enable the toothbrushes to dry. Storage systems are stored within a designated toothbrush storage trolley or in a clean, dry cupboard
- storage systems in toilet areas must have manufacturers' covers on or be stored in a ventilated box, however it is important that the covers allow the free-flow of air and are stored at adult height or in a suitable toothbrush storage trolley
- dedicated household gloves are worn when cleaning storage systems and sinks
- manufacturers' guidelines are followed when cleaning and maintaining storage systems
- storage systems, trolleys and storage areas are cleaned, rinsed and dried at least once a week (or more often if soiled) by staff using warm water and household detergent.
- Storage systems are replaced if cracks, scratches or rough surfaces develop
- where possible, dry toothbrushing takes place on a surface that can be disinfected afterwards and not on a carpet.

Do Not Use Toothpaste Tube To Dispense Toothpaste to the Brushes

Tooth brushing at a sink

- The supervisor should wash their hands before and after the tooth brushing session and cover any cuts and abrasions or breaks in the skin with a waterproof dressing to prevent cross-infection.
- Children up to the age of 7 (at least) should be supervised at all times.
- For children aged 0-3 years: use a smear of fluoride toothpaste provided.
- For children aged 3 and above: use a small pea-sized amount of fluoride toothpaste provided.
- Ideally, no more than two children are permitted at each available sink.
- Where toothpaste is shared, the supervisor must dispense it onto a clean surface such as a plate or paper towel.
- Children should be closely supervised and encouraged to spit excess toothpaste into the sink.
- Tissues/paper towels must be disposed of immediately in a refuse bag.
- Toothbrushes can either be:
 - returned to the storage system by each child and taken to an identified sink area by the supervisor, who is responsible for rinsing each toothbrush individually under cold running water, or
 - rinsed at a designated sink area where each child is responsible for rinsing their own toothbrush under cold running water. The supervisor or the child can be responsible for the control of the running tap.
- After rinsing of the toothbrushes is complete, the child or the supervisor is responsible for shaking off excess water into the sink.
- Toothbrushes should not come into contact with the sink or tap.
- Toothbrushes should be returned to the storage system to dry. Lids (if used) should be replaced at this stage provided that there is sufficient air circulation.
- All supervisors are responsible for cleaning the sinks with a neutral detergent or wipes after tooth brushing is completed.

Tooth brushing in a dry area

- The supervisor should wash their hands before and after the tooth brushing session and cover any cuts and abrasions or breaks in the skin with a waterproof dressing to prevent cross-infection.
- Children up to the age of 7 (at least) should be supervised at all times
- For children aged 0-3 years: use a smear of fluoride toothpaste provided.
- For children aged 3 and above: use a small pea-sized amount of fluoride toothpaste provided.
- Children may be seated or standing while tooth brushing takes place in dry areas.
- Where toothpaste is shared, the supervisor must dispense it onto a clean surface such as a plate or paper towel.
- After tooth brushing is completed, children should spit excess toothpaste into either a disposable tissue, disposable paper towel or a disposable cardboard cup.
- Tissues/paper towels must be disposed of immediately after use in a refuse bag.
- Toothbrushes can either be:
 - returned to the storage system by each child and taken to an identified sink area by the supervisor, who is responsible for rinsing each toothbrush individually under cold running water, or
 - rinsed at a designated sink area where each child is responsible for rinsing their own toothbrush under cold running water. The supervisor or the child can be responsible for the control of the running tap.
- After rinsing of the toothbrushes is complete, the child or the supervisor is responsible for shaking off excess water into the sink.
- Toothbrushes should not come into contact with the sink or tap.
- Toothbrushes should be returned to the storage system to dry. Lids (if used) should be replaced at this stage provided that there is sufficient air circulation.
- All supervisors are responsible for cleaning the sinks with a neutral detergent or wipes after tooth brushing is completed.

Parent/carer consent form

LOGO

Dear Parent/Carer,

We are participating in Leicester City Council's supervised tooth brushing programme for children and would like to invite your child to be involved in **free** tooth brushing with fluoride toothpaste once a day at nursery/school. Supervised tooth brushing at nursery/school has been shown to be effective at improving oral health for children. Each child participating will receive **free** toothbrushes and **free** toothpaste, provided by Leicester city Council.

Your child will be brushing their own teeth under the supervision of the nursery/school staff. It is important to stress that this session is not intended to replace tooth brushing at home. Our aim is to help support and reinforce what you are already teaching your child. It is still important that your child's tooth brushing is supervised by an adult at home, in the morning and last thing at night before bed. Brushing before bedtime is especially important, in order to prevent plaque and food particles remaining in contact with the teeth throughout the night.

You can withdraw your child at any time from the programme but please inform the nursery/school staff. Please complete the slip below as soon as possible, so that your child can receive **free** supervised tooth brushing.

If you have any queries about the programme or would like more information, please contact Leicester City Council, Public Health on (0116) 454 2032.

Yours faithfully

Please circle your response and return this section.

I WISH / DO NOT WISH my child to participate in the **FREE** supervised tooth brushing sessions at nursery/school.

NAME OF CHILD _____

SIGNATURE OF PARENT / GUARDIAN _____

DATE _____

SUPERVISED TOOTHBRUSHING STAFF TRAINING RECORD

Please complete the log sheet below when staff have received training.

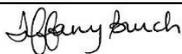
Name of establishment:				
Name of designated lead person responsible for supervised tooth brushing at establishment:				
Name of staff	Position	Training Provider	Date Trained	Signature

TOOTHBRUSH REGISTER

Toothbrushes should be replaced at least once a term or sooner if showing signs of wear. Please complete the log sheet below after each toothbrush replacement.

Name of establishment:			
Name of designated lead person responsible for supervised tooth brushing at establishment:			
Date of replacement	Number of Toothbrushes Used	Name of Supervisor	Signature

Model Agreement Form

Oral Health Staff Responsibilities:	
<ol style="list-style-type: none"> 1. Provide training for all staff that supervise and deliver the toothbrushing programme to ensure effectiveness and safe delivery of the scheme. Training includes infection prevention and control which should be provided by an appropriately trained/qualified person. 2. Access to a dental professional for advice if needed. 3. Provide the resources to support the programme. 4. Ensure that parents are fully informed about the programme. 5. To enable informed choice, parents receive a consent letter (Page 6). 6. Each establishment to receive the guidelines for implementation and staff to check that this is taking place. (Page 2&3) 7. Check procedures at each establishment at least once in an academic year. 	
Child Care Staff Responsibilities:	
<ol style="list-style-type: none"> 1. Staff who implement and supervise the programme must attend the training. 2. Commitment to the programme, providing supervised toothbrushing on a daily basis and following the guidelines. 3. Ensuring the programme follows infection prevention control procedures. 4. Permission/consent forms – are kept by the nursery/school setting in the child's personal file and all staff are aware of those children not taking part in the toothbrushing programme. 5. To check equipment on a regular basis and ensure the appropriate resources are used. 6. To ensure that the brush storage units are stored carefully and looked after for continued use. 7. To contact the oral health team for new staff to be trained. 8. To contact the oral health team when more stock is required. 	
Commissioning responsibilities:	
<ol style="list-style-type: none"> 1. Use information from the Oral Health Needs Assessment to identify areas where children are at high risk of poor oral health and appropriate for targeted toothbrushing programmes. 2. Ensure appropriate governance and performance monitoring processes are in place. Facilitate co-ordination of programmes across Leicester City preventing duplication and maximising use of resources. 	
Provision of resources:	
<ol style="list-style-type: none"> 1. All the equipment will be provided by AMS International. 2. Toothbrush and toothpaste stock will be replenished annually and racks will be replaced as and when required. 	
Opting out of the programme:	
<p>If, at any time, the decision is made to opt out of the supervised toothbrushing programme, the setting lead should inform all partners immediately including the Oral Health Team so that arrangements can be made to collect any surplus stock. If a school leaves the programme after parents have given permission/consent, the head teacher is responsible for informing the parents of the decision to withdraw and for informing school governors.</p>	
Signatures of Lead:	Date:
Oral health team lead: 	20/02/2017
Nursery/School team lead person:	
Commissioning lead person: 	20/02/2017
Oral health team contact:	

Quality Assurance Checklist

Quality assurance checklist for termly completion by lead person at school/nursery.

School/Nursery:	Date:
Class:	Completed by:

Performance is monitored once every term.	Achieved	Intervention Required	Programme Suspended
1: Organisation			
There is a designated programme lead who is responsible for the scheme within the setting.			
A model agreement outlining the responsibilities of partners has been completed and signed by all partners.			
Support and training is available for staff to deliver the programme, including infection prevention and control procedures. Training is recorded and monitored.			
Permission/consent is sought from parents or carers for their children to take part in the scheme and records are maintained.			
Quality assurance assessments are carried out by staff each term and by the provider team annually and documented using a quality assurance check list.			
The toothbrush register is completed & up to date.			
There is access to advice from a dental professional (your oral health promoter).			
2: Effective Preventative Practice			
Fluoride toothpaste containing 1350 to 1500ppm fluoride is used in the toothbrushing programme.			
Correct amount of toothpaste is used: <ul style="list-style-type: none"> • children under three years of age have a smear of paste applied to their brush • children over three have a pea sized amount of paste applied to their brush 			
Children are supervised by an adult during brushing			
Children should be discouraged from swallowing toothpaste during or after brushing their teeth.			
After brushing, children spit out remaining toothpaste and don't rinse.			
Toothbrushes are replaced termly or once the bristles become splayed, or if they fall on the floor.			
The session is timed for two minutes.			

3: Infection Prevention and Control			
Supervisors wash their hands before and after the toothbrushing session and cover any cuts, abrasions or breaks in their skin with a waterproof dressing before commencing a toothbrushing session.			
Toothbrushes are individually identifiable for each child.			
Where toothpaste is shared, a supervisor dispenses it onto a clean surface such as a plate or paper towel.			
Toothbrushes are stored in the racks provided.			
Storage systems are stored within a designated toothbrush storage trolley or in a clean, dry cupboard. Storage systems in toilet areas must have manufacturers' covers on or be stored in a ventilated box (which allow the free flow of air, be stored at adult height or in a suitable toothbrush storage trolley).			
Racks, trolleys and storage areas are cleaned, rinsed and dried at least once a week (more if soiled) by staff using warm water and household detergent.			
Racks are regularly checked for cracks, scratches or rough surfaces and replaced if required.			
Toothbrushes are washed individually.			
Toothbrushes that are dropped on the floor or disguardred.			

How many parent/carers have requested their child does not take part? _____

If you have any issues or concerns regarding the programme please get in touch with your designated oral health promoter or email us at healthyteethhappysmiles@leicester.gov.uk

Comments:
Date for next check:
Actions:

Note: If your quality assurance check highlights numerous issues with the programme, please contact your oral health promoter immediately.

Oral health promotion service use only: Email for lead person:
