



**A Dental Sealant Portfolio for Dental
Hygiene Programs and Wisconsin
Communities**

A User's Guide

Fall 1999

Revised March 2000, April 2006

Dedicated to the Children of Wisconsin

**“The potential possibilities of any child are the most intriguing and
stimulating in all creation.”**

(Ray L. Wilbur)

SEAL A SMILE - A DENTAL SEALANT PORTFOLIO

FOR DENTAL HYGIENE PROGRAMS AND WISCONSIN COMMUNITIES

A USER'S GUIDE

Portfolio background and history:

We hope the "Seal a Smile" dental sealant portfolio will provide the necessary information, community resources, and technical assistance guidelines for planning, developing, and implementing school-based and school-linked sealant programs in Wisconsin communities.

Currently, Wisconsin has 20 active school-based or school-linked sealant programs offered through local health departments, dental or dental hygiene programs, and various other clinics or groups. Their programs are successful and have demonstrated that action brings results.

Interviews were conducted with sealant program directors and this portfolio was created from the useful information that was discovered. The portfolio was completed at the request of the dental hygiene programs and the public health dental hygienists providing sealant programs. The portfolio became part of the *Back to School for Healthy Smiles* work plan and now serves as a model for programs who are currently participating or looking to become a part of the Wisconsin Seal-A-Smile Program.

The sealant portfolio provides a step by step guideline for developing school-based and school-linked sealant programs.

- The information you will need to start up a sealant program, whether it may be technical and logistical program set-up assistance, dental forms, communication forms, OSHA and infection control assistance, portable equipment needs, funding resources or community resource information can be found in this portfolio.
- The portfolio can be used as a resource guide by dental hygiene educational programs, dental schools, practicing dental hygienists, dentists, public health departments, school nurses, and other community partners and youth advocates interested in developing sealant programs for their communities.
- The portfolio is divided into eleven modules or chapters and everything in the modules has been or is currently being used in the various sealant programs throughout Wisconsin.

The sealant programs provided documentation and demographic information and shared not only their experiences, but many of their resource forms, including; dental charting forms, permission forms, health history forms, and communication letters to parents and schools. The information in the forms and letters is described in the modules of the portfolio and the actual forms can be found in the Appendices Section of the portfolio. We have provided most of the forms and letters in English, Spanish, and Hmong. We tried to make the forms and letters generic so communities can customize them to fit their needs.

At the beginning of each Module and sometimes in other places you will find quotations about children. Sometimes we put in other motivational quotations. We hope you will enjoy their messages. One quote found in the portfolio says; *" A dream is in the mind of the believer and in the hands of the doer, you are not given the dream without being given the power to make it come true."*

Module 1 Introduction and Overview

- National overview of oral health needs and concerns including statistics and sources.
 - Use these statistics when writing grants, seeking program funds, and educating your community partners about sealants.
- The Wisconsin Picture - An Oral Health Status of School-aged Youth in Wisconsin. Statistics from statewide surveys and research are also explained in this module.
 - Use statistics as a resource for obtaining program support.
 - Use as a guideline for setting up a needs assessment in your community.
- Wisconsin Sealant Program Data includes data from sealant programs in Wisconsin.
- Suggestions for preparing a needs assessment study for your community.

Module 2 Community Partners and Resources

- Dental, dental hygiene, and dental assistant association and college contact information.
- How to contact the dental community, dental hygiene community and dental assisting community for volunteer assistance for your sealant programs.
- Providing expectations for your providers.
- Developing community partner support. Suggestions for arranging meetings and describing your program's objectives with your community partners.

- Contacting the media and developing a media release form. Suggestions for working with the media to promote your sealant program.
- Suggestions for contacting businesses and service organizations for sealant program support.
- Ideas for developing volunteer solicitation forms.

Module 3 Selecting the Children for Your Sealant Program and Developing Forms

Steps to follow when planning a dental sealant program for your community:

- Deciding if your community will offer a school-based or a school-linked sealant program.
- Forming a committee of community partners.
- How to use your geographic area to help determine your sealant program population.
- Guidelines for selecting the children for your sealant program based on family income and grade. Determining the number of children your program can serve.
- Suggestions and guidelines for developing parental permission forms, healthy history forms, and screening forms for your sealant program.

Module 4 Sealant Program Preparation and Communication Forms

- Preparing Staff and Volunteers for your sealant program. Review of program mission and goals, sealant protocol and OSHA preparation.
- Preparing the schools for your school-based sealant program. Ideas for promoting your school-based sealant program to the schools.
- Preparing the schools for your school-linked sealant program. Ideas for promoting a school-linked program to community schools.
- Developing communication forms for parents and schools. This section includes a variety of letters to use to inform teachers and parents of your sealant program. This section includes a letter to inform parents of the results of the screening and the sealant placement procedure. It also provides suggestions for a treatment follow-up letter to the parents to determine if the child's dental needs were met.

Module 5 Implementing a Sealant Program

- Implementing a school-linked sealant program - from forming work teams, to dividing tasks, to developing program stations for participants and providers, to sealant clinic procedures. Ideas are also provided for working with other community partners and promoting health issues.
- Implementing a school-based sealant program - from forming work teams, to dividing tasks, to portable sealant clinic operation and logistics.
- Suggestions for transporting, setting-up, and taking-down portable equipment for a school-based sealant program.
- Dental sealant technique.

Module 6 Treatment Referral

- Suggestions for determining the treatment referral responsibilities of your sealant programs.
- Developing a treatment referral network.
- Developing a referral follow-up protocol.

Module 7 Sealant Program Evaluation

- Student and sealant placement evaluations.
- Developing a protocol for sealant evaluation.
- Developing a protocol for determining sealant program operation costs.

Module 8 Equipment and Supplies

- Portable dental equipment needs.
- Existing portable dental equipment resources.
- Disposable supplies.
- Sterilization supplies.
- Provider and patient protection supplies.
- Patient treatment supplies.
- Additional supplies.
- Blood borne and Chemical Hazard Manual and first aid supplies.
- Patient Education Supplies.

Module 9 Grant Writing and Funding Sources

- Grants as funding sources.
- Suggestion to follow when applying for a grant.
- Other funding sources such as businesses and service organizations.
- Federal Grant sources - contact information.
- State/Local Grant sources - contact information.

Module 10 Occupational Safety and Health Training and First Aid Planning

- Chemical hazard communication guidelines.
- Step by step compliance list for the Chemical hazard communication plan.
- Blood borne Pathogen Exposure Control Plan summary.
- Step by step compliance list for the Written Exposure Control Plan.
- First aid written plan.
- Emergency response protocol for student programs.
- Contents of an emergency kit for sealant programs.

Module 11 Problems and Solutions

- Actual problems which occurred in some of the sealant programs and their clever solutions.

Appendices Section

This section contains oral health resource information, parental permission forms, health history forms, screening forms, communication letters to parents and schools, media and picture release forms, OSHA compliance form, and volunteer letters. Many of the letters and forms are provided in English, Spanish and Hmong and were contributed by the dental sealant programs in Wisconsin.

- Section I. - Oral health resource information.
- Section II. - Parental permission, health history, and screening forms.
- Section III. - School and parent letters.
- Section IV. - Volunteer solicitation letters, media release sample form, picture permission form, and OSHA training verification form.

Good luck with your sealant programs! May your efforts be successful and the smiles rewarding!



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Dedicated to the Children of Wisconsin

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Ray L. Wilbur

Portfolio Content

The module pages will be numbered separately for each module. In this way, we can update and add on to the portfolio as needed.

Content Modules:

Mission Statement and Goals

Portfolio Explanation

Module 1: Introduction and Overview

Module 2: Community Partners and Resources

Module 3: Selecting the Children for Your Sealant Program
and Developing Forms

Module 4: Sealant Program Preparation and Communication Forms

Module 5: Implementing a Sealant Program

Module 6: Treatment Referral

Module 7: Sealant Program Evaluation

Module 8: Equipment and Supplies

Module 9: Grant Writing and Funding Sources

Module 10: Occupational Safety and Health Training
and First Aid Planning

Module 11: Problems and Solutions

Appendices

"SEAL A SMILE"

A Dental Sealant Portfolio for Dental Hygiene Programs and Wisconsin Communities

Mission Statement:

The mission statement of the "*Seal a Smile*" sealant portfolio is:

1. To improve the public's awareness of dental sealants and encourage sealant placement on all appropriate six and twelve year molars.
2. To promote and provide preventive oral health services including sealants, fluorides, and education in order to prevent tooth decay and to promote oral health as part of one's total health.

Goals:

The goals of the "*Seal a Smile*" portfolio are as follows and we hope sealant program providers will play an integral part in helping meet these goals:

1. Identify high-risk children and provide preventive services and treatment referrals.
2. Improve the standardization and collection of youth oral health data.
3. Provide diverse, multidisciplinary and cultural experiences to program participants and volunteers.
4. Develop a collaborative network of dental hygiene programs, dental programs, and other community partners and youth advocates to share and promote sealant experiences and opportunities.
5. Facilitate and monitor sealant program effectiveness.
6. Provide consultation and technical assistance for developing sealant programs.
7. Provide on-going oral health research and resource needs.

Portfolio Explanation

**A dream is in the mind of the believer and in the hands of the doer,
you are not given the dream without being given the power
to make it come true.**

Unknown

Welcome colleagues! You are about to enter the ever challenging, sometimes daunting, and always rewarding world of community oral health - more specifically, school-based and school-linked dental sealant programs.

Children's Health Alliance and Wisconsin Seal-A-Smile thanks you for your interest in sealant programs and shares your commitment to preventing dental diseases and educating families and community partners that oral health is part of one's total health. Your efforts will bring smiles to the children in your community. We hope the "*Seal a Smile*" sealant portfolio will provide the necessary information, community resources, and technical assistance for planning, developing, and implementing a school-based or school-linked sealant program in your community.

The sealant portfolio will provide a step by step guideline for developing a school-based or school-linked sealant program. Most of the information you will need to start up a program, whether it may be school and parent communication forms, OSHA and infection control assistance, portable equipment needs, funding resources, or community resource information is found in this portfolio.

The portfolio is designed to be used by dental hygiene educational programs, dental schools, practicing dental hygienists and dentists, public health departments, school nurses, and other community partners and youth advocates.

"*Seal a Smile*" is divided into eleven modules and everything in the modules has been, or is currently being used, in various sealant programs throughout Wisconsin. We have attempted to standardize the letters, charts, forms and resource materials, providing you with generic forms to customize and fit your needs. The resource information, letters and forms can be found in the Appendices Section.

We have tried to remove all the bumps for you, however, we do include a section on problems and solutions - just in case. Enjoy your commitment - your rewards will be many!