



SMILE PATROL

SCHOOL DENTAL

Victorian School Dental
Private Health Service

SCHOOL INFORMATION BOOKLET

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www.smilepatrol.com.au



TABLE OF CONTENTS

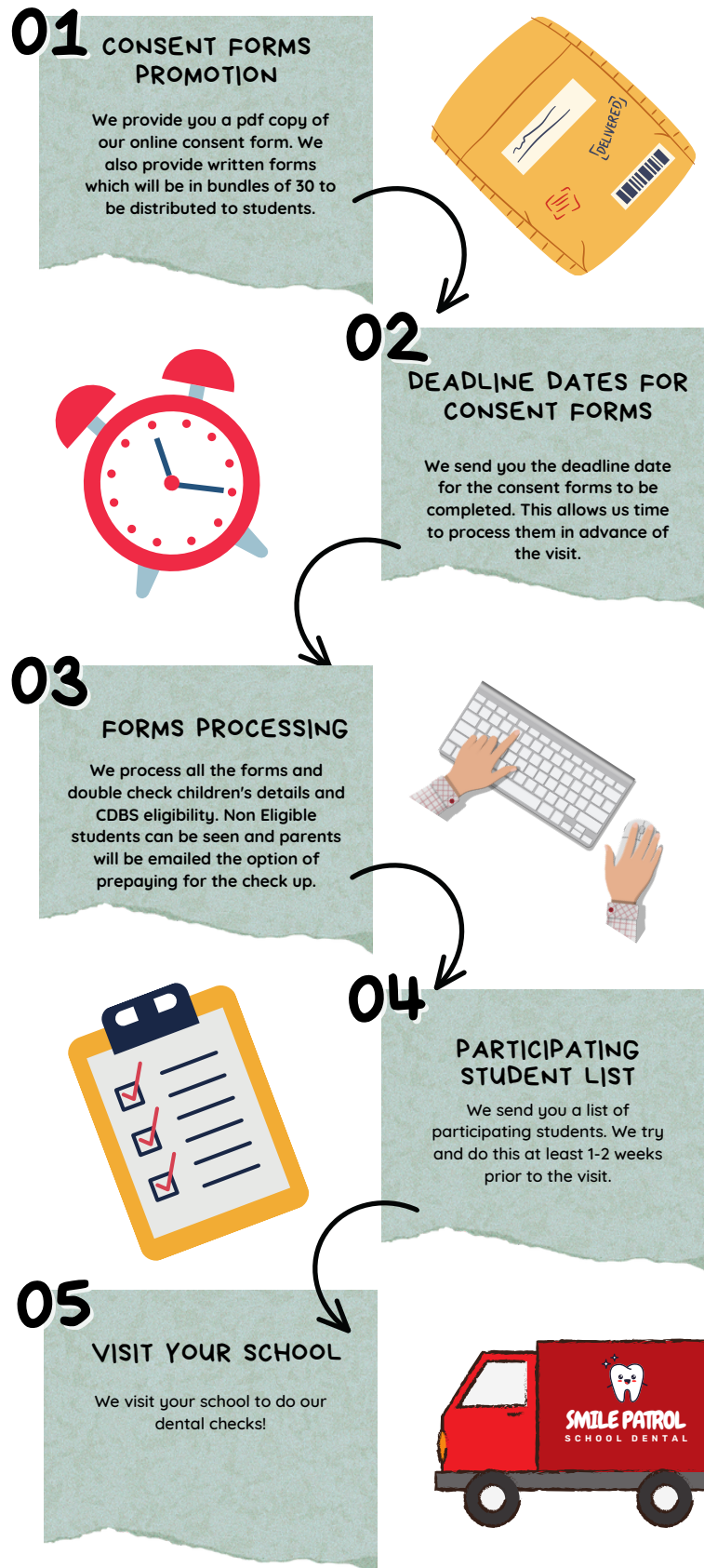
OVERVIEW

- 1. ONLINE FORMS PROMOTION**
- 2. CONSENT FORM DEADLINE**
- 3. PROCESSING OF FORMS**
- 4. INDUCTION COMPLIANCE**
- 5. DENTAL VAN ARRIVAL**
- 6. DENTAL VISIT PROCESS**
- 7. 12 MONTH CONTINUATION OF CARE**

SCHOOL DENTAL VISITS PROCESS



SMILE PATROL
SCHOOL DENTAL



1. PROMOTION OF CONSENT FORMS



We provide you a pdf copy of our consent form and parent information handout, we also provide QR code links to the online forms. The written forms and handout are physically distributed. The online forms need to be promoted via the school portal or newsletter



Timeline to promote online forms: We recommend promoting them 8 weeks prior to the deadline. This allows parents time to complete the forms and allows us to see as many students as possible

School Portal(Compass) / Newsletter posts: A schools communication tool kit is sent to you at the initial booking of the visit. This contains a post you can copy and paste directly into your school portal. This also contains a QR code link to our online consent forms so parents who have lost the forms or didn't receive them still know about our visit.



Staff Meeting: We advise that the person in charge of the dental visit at the school briefly run through the dates for the upcoming visit and the return of forms deadline in a staff meeting.

It is important that during the meeting teachers be informed that this is the perfect time to educate children on oral health promotion in the school.





2. CONSENT FORM DEADLINE.

Your school will have received an allocated **consent forms deadline** in our initial communication email. This is when all the online forms need to be completed by. We suggest that the return of form deadline is raised during staff meetings.

Late forms: We will accept late online forms after and during the visit. There is no guarantee children will be seen. We will try our best to see them but we may run out of time. Please inform parents of this to manage expectations.



3. RETURN OF WRITTEN CONSENT FORMS



The consent forms need to be posted back to us after the deadline as soon as possible. We need a lot of times to process these. 1-2 weeks prior to our visit we will send you a list of participating students and an estimated number of days required for your visit. This can only be determined once the forms have been returned and processed.



4. INDUCTION COMPLIANCE AND SAFETY.

Working with Childrens Check:

All Smile patrol staff hold current Working with childrens checks. Any staff attending are required to carry this with them and will present them in the morning before entering school grounds.

Australian Health Practitioner Regulation Agency (AHPRA) Registration. All dental practitioner staff are registered with AHPRA and a copy of their registration will be provided to you.

Does your school have any specific induction requirements?

To save time during our scheduled visit days, our staff can complete all induction paperwork prior to attending your school. Please send any induction documents to **schools@smilepatrol.com.au**

We will do our best to ensure the same staff visit your school through the schedule visit. There may be times when other staff need to attend as some staff do have other roles in hospitals and clinics. We appreciate your understanding.

School Council Agreement:

This agreement covers all areas of the Smile Patrol service to your school, including the Compliance with Victorian Education Department, Privacy Policy, Medical Practitioner Policies and Child Safety Standards. You can access this via: <http://www2.education.vic.gov.au/pal/dental-services/resources>. We will also provide a pdf copy to you.

Insurance

Smile Patrol has public liability insurance and professional indemnity insurance to the value of \$20,000,000. All mobile dental clinics are fully insured.

Radiation protection

Smile Patrol's x-ray systems are registered with the Department of Health.



5. DENTAL VAN ARRIVAL



Arrival to school

Arrival time: The dental van will arrive at the school before 8.20am to avoid disruptions to the drop off routine of your school. Please let us know if this time is not convenient. If the teams estimated arrival is after 8.30am, then we will wait until drop off has been completed and students are in class.

If required, we may leave the truck or van overnight at your school. If this occurs our dental staff will come to the main office in the morning and ask for a school contact to let them in to the school grounds. Our vehicles are fully insured and will be locked. Smile Patrol takes full responsibility of any damages to its vehicles that could occur if they are kept overnight.

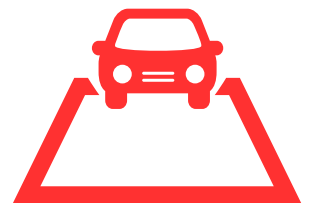
Setup Requirements

Once on school grounds and parked, the dental staff will set up the dental vehicle.

Parking space access. A Smile Patrol vehicle takes up the space of an average parking spot. A requirement is one side of the vehicle to be clear for the steps to come out for safe clear access for students and staff.

Access to a Standard Powerpoint for electricity will be required. Please let us know if power is an issue and the Smile Patrol will troubleshoot a solution. (The setup is similar to that of the Life Ed Van). It is preferable if the access is within 20m of the dental truck/van. If power is at a longer distance, please note this on the **Smile Patrol Setup Form** and the dental team will make plans to accommodate.

Please make sure you have completed the School Set Up Form – to allow the dental team to set up based on your requirements.



6. DENTAL VISIT PROCESS



Collection of students

Students are collected in groups of 2-3 using the class list provided by the school. Smile Patrol will begin with lower year levels first and work its way up to the higher year levels. If certain year levels are not available during this period please notify your Smile Patrol school manager.

Students in younger year levels (Prep - 2) will be escorted back to class.

Students in Grade 3 and above will be sent back to their class in pairs after their appointments are finished. If your school has a different procedure in place, please notify your Smile Patrol school manager.

Keeping Parents Informed via phone calls.

Parents will be called during the dental visit to discuss further treatment and address any further questions or concerns they may have. Further treatments such as fillings are only completed if secondary verbal consent is received by the parent or guardian.

Students will also take home an oral health report and parents notified of the dental visit via text or call. A copy will be emailed to parents.

End of each day

The dental staff will checkout at the front office and give you the opportunity to pass on any feedback to our head office.

Dental trucks/vans will be guided out by a Smile Patrol staff member during a time when no students are present. Dental trucks/vans. may be left onsite for an easy setup the next day.

Continued care:

Parents may return a signed treatment plan back to the school. If a treatment plan is received whilst the dental team is still at the school, please hand it directly to the dental team or to the front office and the dental team will collect them at the end of each day.

We will contact you via email 7-10 days after the dental visit has been completed, to check if any further treatment plans have been returned.

In liaison with you, Smile Patrol may return to your school to complete any further treatment that may be required. This will be discussed with your school manager.

Absent children

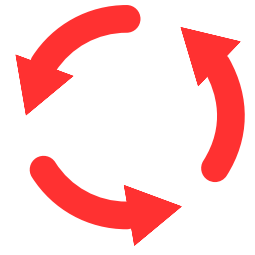
Parents of the children that were absent will be notified that the dental visit has been completed and we will no longer be able to see their child at school. Parents have the option of arranging a visit at our Smile Patrol Clinic in Preston.

Parent Enquiries

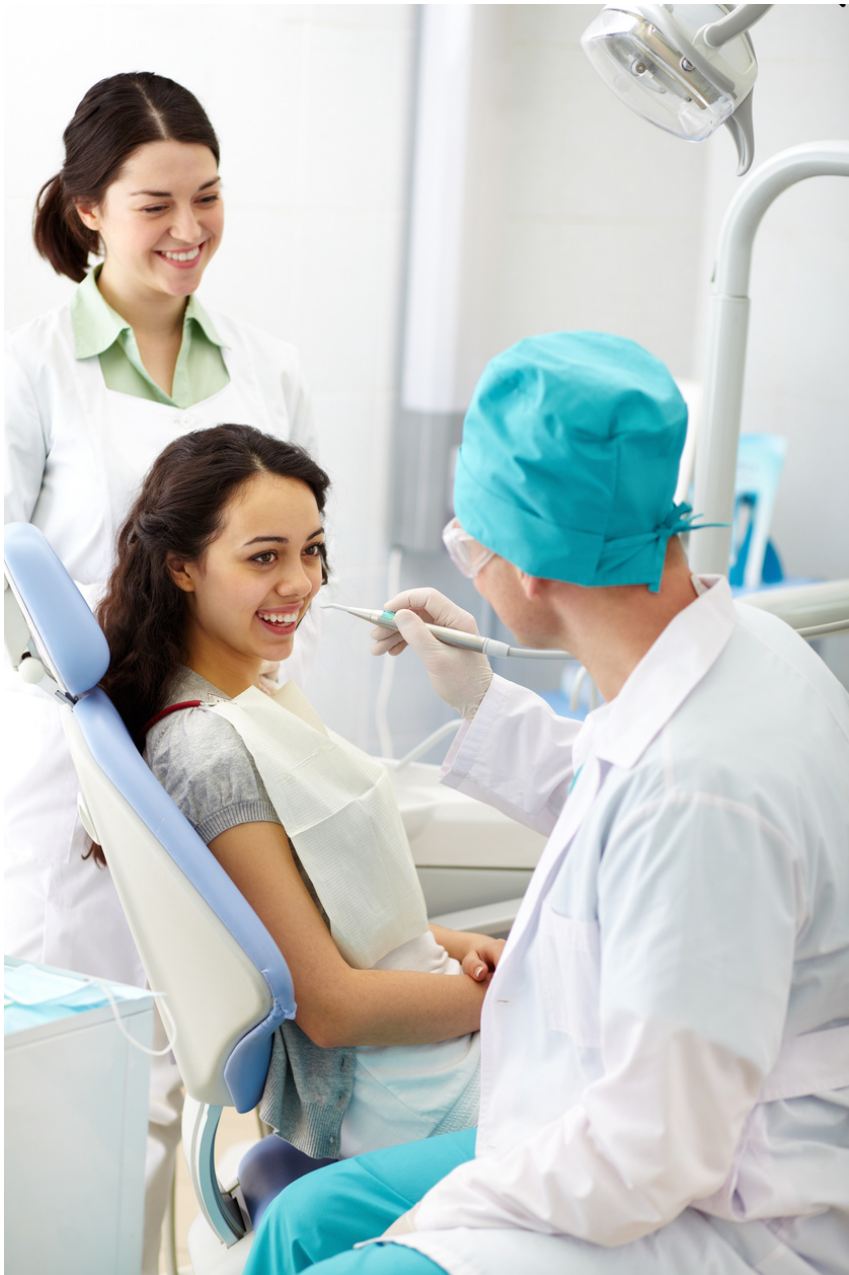
After the dental visit if any parents have any questions regarding their child's dental visit please refer them directly to our Head office on 0401 123 365, or email info@smilepatrol.com.au. Smile patrol takes responsibility for parental enquires after the visit to the school.



7. 6-12- MONTH CONTINUATION OF CARE VISIT / RETURN VISIT



We can return every 6-12 months to follow up on any treatments or give an opportunity to children who missed out to been seen. We recommend a 6 month check up for children to maintain optimum dental health. We can also come back in the same term if there are a large number of late forms and we have not already been booked in to another school.





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Prioritise Oral Care!"

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