



**Australian
Dental Health
Victoria**



School Dental Initiative Overview

A young woman with long dark hair and braces is smiling warmly at the camera. She is sitting in a dental chair, and a dental professional in scrubs is visible behind her, holding a dental instrument. The scene is set in a bright, clean dental office. The entire image has a light blue tint.

ADHV

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Please note you schools' assigned deadline dates can be found in the initial 'introduction email' sent out to your school. This email also contains attachments of forms for ADHV Insurances, Setup requirements and The Department of Education Compliance.

1. Arrival of Forms

A parcel of consent forms will arrive at the school alongside a return mailbag - please keep these safe until closer to the dental visit.

2. Handing Out Forms

Depending on your school requirements you can choose the ideal dates to begin distributing your consent forms (Preferably **3 weeks** prior to the collection **deadline**).

Consent forms will arrive in bundles of **30** i.e. **1 bundle** for each class - these can be placed in the pigeonhole for each home-group teacher. **Each bundle of forms comes with an envelope that details instructions for teachers to distribute forms.**

An allocation of spare forms will be provided for students that may have lost their forms - this is to be placed at the front office for teachers and students.

We recommend the individual in charge of the dental visit to briefly run through the dental visit during a staff meeting. This is to ensure that all teachers are aware of the upcoming visit and their requirements.

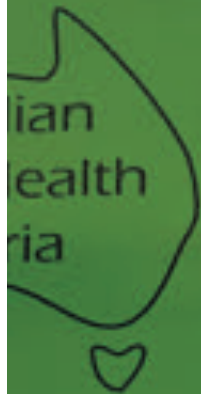
During the meeting you will need to discuss the importance of promoting oral health in the school and ensure that teachers take a proactive role in getting students forms back before the deadline.



IN ASSOCIATION WITH:



Australian Dental
Health Van



ply@adhv.com.au - (03) 9323 9607 - www.adhv.com.au

SAFE DRIVING
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3.Consent Form Collection Deadline

Your school will receive an allocated collection deadline date for all the consent forms to be sent back to **Australian Dental Health Victoria head office.**

During the staff meeting please communicate to all staff the importance of returning consent form envelopes by the collection deadline. We generally advise schools to allocate the collection point at the main school office rather than your own office as somebody is always present.

We suggest that your school makes a quick photocopy of 1 side of the consent forms (The side with the patient/student details on it to keep on record before posting). The fastest way to photocopy will be to place it into the document feeder of your school's photo copying machine.

Please place all original consent forms into the prepaid envelope provided and send out via **Australia Post. (We will still accept late forms up until the last day of our visit if you do receive any last-minute forms please ensure that they are left with the front office & dental staff will collect at the end of each day.**



4. Processing of Consent Forms

The consent forms will be processed by **ADHV** administration. You will be sent a list of participating students **up to 2 weeks** prior to your school's visit along with an estimated number of days required for your visit. For any immediate enquires you can contact your **ADHV** school manager.

5. Induction & Compliance, Safety

All **ADHV** head office and dental staff hold current **Working With Children's Check cards**. Any staff attending the school are required to hold it on them at all times and will present them in the morning before entering school grounds.

Additionally, all practitioner's and staff working for the **ADHV** hold (**WWCC**) and **AHPRA (Australian Health Practitioner Regulation Agency)** registrations. You will be sent all information regarding compliance prior to the dental visit. Please keep these for your record. Current registration status may be checked at <https://www.ahpra.gov.au>

Does your school have any specific induction requirements?

To save time in the morning, our staff are able to complete induction paperwork prior to attending your school. Please send any induction documents via email to info@adhv.com.au alternatively staff will follow any of your schools' arrangements.

We will do our best to send the same staff to the school throughout the dental visit. Understandably, dental staff also work at hospitals and private practices on certain days and may not be available for consecutive days during the visit. As a result, there may be a different dental practitioner attending the school.

School Council Agreement

This agreement covers all areas of the **ADHV** service to your school, including Compliance with Victorian Education Department, Privacy Policy, Medical Practitioner Policies and Child Safety Standards.

Insurance

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

Radiation protection

Australian Dental Health Victoria's x-ray systems are registered by the Department of Health & Certified by Dosel Australia.

6. Arrival of Dental Clinic & Visit

Arrival to school

The dental clinic will arrive at the school just before **8:20 am** to avoid disruptions to the drop off routine of your school. Please let us know if this time is not convenient. If teams estimated arrival is after **8:30 am**, the vehicle will wait until drop off has been completed.

If required, we may leave the truck overnight at your school. All vehicles are locked and fully insured. **ADHV** takes full responsibility of any damages or losses that may occur to its vehicles that are kept overnight. Dental Staff will come to the main office and ask for the school contact to let them into the school grounds. At this time the induction can also be completed should it be required.

Setup

Once on school grounds and parked, the dental staff will set up the dental truck/van.

Australian Dental Health Victoria (Dental Clinic Van) 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 Power point** for electricity will be required. Please let us know if power is an issue and the **ADHV** will troubleshoot a solution.

(The setup is similar to that of the Life Ed Van)

Access to a standard power point will be required within 20m of the dental truck/van. If power is at a longer distance, please note this on the **ADHV** setup form and the dental team will be able to accommodate.

Please ensure you have filled in and returned the **ADHV** setup form – to allow the dental team to set up based on your requirements.

If My School Has No Room for The Vehicle?

Alternatively, if schools do not have the space for the vehicle, we can set up in a room with a portable dental clinic. A **3m x 3m** room will be sufficient. However, the Dental Truck is always preferred as it is a fully functioning Dental Clinic.



7. During The Visit

Collection of students

Students are collected in groups of **2-3** using the class list provided by the school. **ADHV** 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 ADVH 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 **ADHV** school manager.

Keeping Parents Informed

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 are notified of the dental visit via text or call.

End of each day

The dental staff will checkout at the front office and give you the opportunity to pass on any feedback to head office. Dental trucks/vans will be guided out by an **ADHV** 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. You will be contacted 7-10 days after the dental visit has been completed, via email - to check if any further treatment plans have been returned.

In liaison with you, **ADHV** may return to your school to complete any further treatment that may be required. This will be discussed by your school manager only if required.





8. End of Visit

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 and will be referred to an **Australian Dental Health Victoria** Certified Dental Clinic to ensure children can still be seen if they have missed out.

Parent Enquiries

After the dental visitations if any parents have any questions regarding their child's dental visit please refer them directly to our **Head Office** on **Ph: 03 9323 9607**. Australian Dental Health Victoria takes responsibility for parental enquiries after the visit to the school.

Continued Support

At any point throughout the year, **Australian Dental Health Victoria** is always happy to assist and support local school communities. This initiative was established in 2014 and will continue to work beyond government funding and means-testing to ensure every child receives a chance.

9. 12-month Continuation of Care Visitation - Continued support

OUR KIDS. OUR SCHOOLS. OUR FUTURE.



For information on how to get your staff and school further involved please
email: info@adhv.com.au or please visit www.adhv.com.au

Phone: 03 9323 9607

Australian Dental Health Victoria