


<b>Performance Standard:</b>	<b>Subpart D Health Services Program</b>	<h2 style="color: #800040;">INCA Community Services</h2> <h3>Head Start &amp; Early Head Start Policies and Procedures</h3> 
<b>Sub Category:</b>	<b>1302.43</b>	
<b>Policy Council Approval Date:</b>	7/14/18	
<b>Governing Board Approval Date:</b>	7/30/18	
<b>Form:</b>		
<b>Responsible:</b>	Teaching staff	

## Oral Health Practices

### Policy

INCA promotes effective oral health hygiene by ensuring all children with teeth are assisted by appropriate staff, or volunteers, if available, in brushing their teeth with toothpaste containing fluoride once daily.

### Oral Health Practices for Infants and Toddlers to Age 3: Tooth cleaning procedure

- Staff will wear gloves when handling children's toothbrushes.
- Toothbrushing will begin with the eruption of the first tooth.
- Toothbrushing will take place once a day; preferably after a meal.
- Toothbrushing time is reflected on the daily schedule.
- Toothbrushing will be supervised.
- An appropriate sized toothbrush will be provided for each child.
- Child's name will be marked on each toothbrush and caddy slot.
- Toothbrushes will be changed 3 times/year. (August/November/March) and:
  - After a severe illness
  - Contaminated by dropping on the floor
  - Contaminated after touching another toothbrush
  - Begins to show signs of wear.
- Staff will assist child in placing a smear of toothpaste onto the brush.
- Staff will observe and instruct while child brushes then assist to ensure all teeth are brushed.
- Toothpaste is not rinsed from the mouth.
- Toothbrushes are rinsed under running water.
- Toothbrushes are stored in a holder, evenly spaced so as to not be touching each other.
- Holder will be cleaned weekly with hot, soapy water or in the dishwasher.

### Oral Health Practices for Children Age 3+

- Staff will wear gloves when handling children's toothbrushes.
- Toothbrushing will take place once a day; preferably after a meal.
- Toothbrushing will be supervised.

- An appropriate sized toothbrush will be provided for each child.
- Child's name will be marked on each toothbrush and caddy slot.
- Toothbrushes will be changed 3 times/year. (August/November/March) and:
  - After a severe illness
  - Contaminated by dropping on the floor
  - Contaminated after touching another toothbrush
  - Begins to show signs of wear.
- Each child will be given a small (pea size) smear of fluoride toothpaste placed on the rim of a small paper cup
- Toothbrush will be placed on a paper towel at the child's assigned seat.

Child will be instructed to:

- Scoop toothpaste off the cup with their toothbrush;
- Brush in circles;
- Brush outside / inside / front / back / top / bottom;
- Brush tongue;
- Spit toothpaste into paper cup;
  - Toothpaste is not rinsed from mouth
- Wipe mouth with paper towel, place towel in cup
- Place toothbrush bristles down in cup.

Staff will:

- Rinse toothbrush under running water
- Toothbrushes are stored in a holder, evenly spaced so as to not be touching each other.
- Holder will be cleaned weekly with hot, soapy water or in the dishwasher.

### **Education**

INCA provides dental health education by the use of posters, pictures, books, displays, accessing community resources, and by incorporating dental hygiene into the classroom activities to encourage and reinforce proper dental care.

### **Definitions/Acronyms**

INCA - Head Start and Early Head Start programs  
 HS - Head Start program  
 EHS - Early Head Start program

### **Dissemination of Policy**

The policy will be made available to all Head Start employees through the agency's website @ [www.incacaa.org](http://www.incacaa.org). The agency will educate and train applicable employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.