

Clinical “Remote Supervision” Hygiene Protocol for Referral and Follow-up for School-based Services

The VDH School-based Dental Preventive Services Program (DPSP) provides assistance to parents for the establishment of dental homes in the local community. Review the guidance below to provide the parent with the optimum referral information.

- **Develop a referral list:** contact local private dental providers and community safety net providers for permission to be listed as a referral source on the school referral information sent home to parents
- **Include essential information on the referral list:** provider contact information, if Medicaid is accepted or not by the local dental provider, and if emergency care is available
- **Share the referral list with school administrators and school nurses:** this is a helpful resource to staff for children with future dental issues
- **Provide the parent with a written summary :** the summary is sent home with the child and information includes screening assessment results, dental services provided, as well as if routine or urgent care is needed for the child; document if the child has pain/swelling
- **If urgent care is needed:** within 48 hours the hygienist documents at least one attempt to contact the parent/guardian and advise of the child’s need for immediate dental care; document parent/guardian’s response
- **Urgent care confirmation:** within 48 hours of initial attempt to contact and advise parent, make a second call to contact or confirm that an appointment has been made or care has been received; document parent/guardian’s response; if no appointment /care, ask what the barriers are and try to assist with access as appropriate
- **Communicate with the school nurse:** if the school nurse is available, the hygienist can provide a list of students in need of urgent care; the school may need to contact Social Services if a child has a very urgent need and dental care is not arranged by the parent/guardian
- **Tracking referral effectiveness:** reassess as many children as possible within one year of sealant placement; document on the treatment record any local dental treatment provided within the year for the child
- **Urgent care still needed at one year follow-up:** document need on the treatment record and provide the parent with a written summary again, emphasizing the urgent need for care; advise the school nurse of the child’s need for care and the school will decide if further action is needed by Social Services