**APPENDIX 3**

**Quality assurance checklist for nursery/school designated toothbrushing club lead to complete once a term following observation of a toothbrushing session**

|  |  |
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| **Name of nursery/school/other childcare setting** |  |
| Class |  |
| Number of children consented to take part in toothbrushing club |  |
| Number of children not consented to take part in toothbrushing club |  |
| Age range of children taking part in toothbrushing club |  |
| Which toothbrushing model is being used (please circle one) | Brushing in a dry area | Brushing at a sink |
| Do the children enjoy the toothbrushing club? (please circle one) | Yes  | No |
| Has the toothbrushing club prompted any parents/carers to talk with staff about oral health this term (please circle one) | Yes – please provide details | No |
| Have parents/carers raised any concerns about the toothbrushing club this term (please circle one)  | Yes– please provide details | No |
| Have any oral health activities taken place in the setting this term? (please circle one) | Yes – please provide details | No |
| Name of nursery/school toothbrushing club lead observing toothbrushing session and completing checklist below | Print | Sign | Date |
| **Instructions for completing the checklist**For the standards below, please tick to show if the standard has been:* **Achieved** *or*
* **Not achieved, but improvements are possible** – please list the action plan for improvements and date when these improvements are completed *or*
* **Not achieved, so the toothbrushing club has been suspended** until further notice – please list reasons for suspension

Please send/email a copy of the completed checklist (once a term) to:Laura QuinnPublic HealthDoncaster CouncilCivic OfficeWaterdaleDoncasterDN1 3BUpublichealthenquiries@doncaster.gov.uk |
|  **Standard** | **Achieved** | **Not achieved, but improvements possible**  | **Not achieved - toothbrushing club suspended (state reasons)** |
|  |  | **Action plan for improvements**  | **Date of completion of improvements** |  |
| **Organisation** |  |  |  |  |
| There is a signed agreement between Doncaster Council and the setting outlining the roles and responsibilities of partners  |  |  |  |  |
| All staff involved in leading/supervising toothbrushing club have read and retained a copy of the Doncaster Toothbrushing Club Toolkit |  |  |  |  |
| All staff involved in leading/supervising toothbrushing club have completed a Doncaster Council starter supervised toothbrushing club training session or attended a refresher session if they received initial training prior to September 2017 |  |  |  |  |
| All staff involved in leading/supervising toothbrushing club have received on-site training including infection, prevention and control procedures |  |  |  |  |
| Training of staff, including new starters has been recorded and is monitored |  |  |  |  |
| Information letters and consent forms have been sent to all children invited to join the club |  |  |  |  |
| Staff are aware and records kept of children who have been consented to take part and those who have not |  |  |  |  |
| Staff are aware of any children who are not taking part in the club (temporarily or permanently) for medical reasons |  |  |  |  |
| Staff are aware of how to contact the council Public Health team for advice if necessary |  |  |  |  |
| **Effective preventive practice** |  |  |  |  |
| There is a toothbrushing club session every day |  |  |  |  |
| Fluoride toothpaste containing 1350-1500ppm fluoride is being used |  |  |  |  |
| Correct amount of toothpaste is being used:* Smear-sized for children under 3 years
* Pea-sized for children over 3 years
 |  |  |  |  |
| Children are being supervised by an adult during the brushing club |  |  |  |  |
| Children brush for at least 2 minutes |  |  |  |  |
| Children are discouraged from swallowing toothpaste during and after brushing |  |  |  |  |
| After brushing, children spit out residual toothpaste and do not rinse mouth  |  |  |  |  |
| All the toothbrushes have been replaced this term  |  |  |  |  |
| Toothbrushes have also been replaced if they appear damaged, the bristles are splayed, or if they have fallen on the floor |  |  |  |  |
| **Infection, Prevention and Control** |  |  |  |  |
| Supervisors wash their hands before and after the toothbrushing session and cover any cuts, abrasions or breaks in their skin with a waterproof dressing before commencing a toothbrushing session (please state whether they are also wearing latex-free disposable nitrile or vinyl gloves) |  |  |  |  |
| Toothbrushes are individually identifiable for each child with symbols (picture and name) |  |  |  |  |
| Storage systems (e.g. brushing bus/rack) display symbols (picture/name) corresponding to those on the toothbrush to allow individual identification |  |  |  |  |
| Where toothpaste tubes are being shared, the supervisor dispenses it onto a clean surface e.g. individual paper towel or plate. *(There must be sufficient spacing between the quantities of dispensed toothpaste to allow transfer to each child’s brush without cross-contamination.)*  |  |  |  |  |
| Toothbrushes are stored in the storage system (e.g. brush bus/rack) so that brushes stand in the upright position and do not contact each other to avoid cross-contamination |  |  |  |  |
| Storage system allows air-flow around toothbrush heads to allow drying. Covers are only being used once brushes have dried or if they allow sufficient ventilation to allow drying. |  |  |  |  |
| Storage systems are stored within a designated toothbrush storage trolley or in a clean, dry cupboard. Storage systems in toilet areas must have manufacturers’ covers which allow the free flow of air, be stored at adult height or in a suitable toothbrush storage trolley. |  |  |  |  |
| Storage systems, trolleys and storage areas are cleaned, rinsed and dried at least once a week (more if soiled) by staff using warm water and household detergent (NB: Disinfectant wipes are not recommended for cleaning storage systems) |  |  |  |  |
| After toothbrushing, sinks are being cleaned with neutral detergent or wipes. |  |  |  |  |
| Cuts, abrasions or breaks in the skin are covered with a waterproof dressing and dedicated household gloves are used when cleaning storage systems and sinks |  |  |  |  |
| Storage systems are regularly being checked for cracks, scratches or rough surfaces and replaced if required |  |  |  |  |
| Toothbrushes are being washed individually (not together) in the sink |  |  |  |  |
| Toothbrushes are not being soaked in bleach or other cleaner/disinfectant |  |  |  |  |
| The storage system is not being placed directly beside where toothbrushing takes place or beside the toilet area (to avoid contamination via aerosol spray) |  |  |  |  |
| Supervisors are being careful not to touch any brush heads (e.g. if assisting a child in rinsing a toothbrush) |  |  |  |  |
| Supervisors are not brushing any of the children’s teeth |  |  |  |  |