## Dental Screening Checklist

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|  | **Action** |  |
| 1. | Send notification letters |  |
| 2. | Gather consent forms |  |
| 3. | Prepare students list |  |
| 4. | Obtain the school schedule  |  |
| 5. | Prepare assessment forms and parent report forms with student details |  |
| 6. | Have sufficient copies of the list of referral sources and oral health education materials |  |
| 7. | Plan a screening schedule with time allocation for oral health education |  |
| 8. | Ensure necessary equipment ready for set up  |  |
| 9. | Conduct screening |  |
| 10. | Conduct oral health education |  |
| 11. | Provide student packets with oral assessment report and necessary information  |  |
| 12. | Communicate with the school nurse, case manager, or care coordinator about students needing urgent/emergency dental care. |  |
| 13. | Safely file all assessment forms with personal health information |  |