# St Nicholas - Dental Health Procedure

# Section 1 - Purpose

(1) St Nicholas is committed to providing children with an environment that supports their health, safety, and wellbeing and promotes positive dental and oral hygiene in children, contributing to improved dental care in children. This procedure confirms our commitment to encouraging children to establish positive oral hygiene as part of a healthy lifestyle. St Nicholas aims to support families, educators and children in the prevention and management of dental issues in children through policies, practices and partnerships with the community.

(2) The Education and Care Services National Regulations (2011) require approved providers to ensure their services have policies and procedures in place in relation to the health and safety of children. This procedure needs to read in conjunction with the St Nicholas Compliance Policy.

# Section 2 - Scope

(3) This procedure applies to all St Nicholas employees and the parent/carers of children who attend the services. The St Nicholas Nutrition procedure outlines areas pertaining to food and nutrition as part of a healthy lifestyle, across all ages.

# Section 3 - Responsibility

| ROLE | RESPONSIBILITIES |
|---|---|
| St Nicholas Approved Provider | • Ensure that the obligations under the Children (Education and Care Services National Law Application) Act 2010 (NSW) and Education and Care Services National Regulations (2011) are met.<br>• Take reasonable steps to ensure that the St Nicholas Nominated Supervisor, St Nicholas employees and visitors follow the policy and procedures. |
| St Nicholas Nominated Supervisor/St Nicholas Responsible Person | • Ensure nutritious foods are provided to children in conjunction with the Centre Cook through the menu plan.<br>• Promote healthy eating guidelines and practices to families.<br>• Provide information to families to support the implementation of oral hygiene practices at home, and where to access dental services in the community.<br>• Provide age-appropriate resources to engage children in discussions and learning experiences about oral health. |
| St Nicholas Team Members | • Inform and encourage parents/carers to arrange their child's first dental check-up by a dental practitioner by the child's first birthday, and again prior to them commencing school.<br>• Ensure fresh water is always available for children to access. Cooled boiled water is to be used for babies from six months.<br>• Encourage children to drink water regularly throughout the day.<br>• Encourage children to rinse their mouths with water after each meal and snack.<br>• Provide sterile teething rings to sooth teething irritation and thoroughly clean after use (Early Education settings only).<br>• Assist with weaning from dummies and bottles from 12 months in a manner that is suitable and appropriate for the individual needs of the child.<br>• Provide opportunities for children to learn about and develop skills for oral health within the educational program, including age-appropriate discussions on teeth brushing. |

| ROLE | RESPONSIBILITIES |
|---|---|
| Parents/Carers | • Provide child's dentist details on enrolment.<br>• Provide suitable drinks such as water, milk or formula for babies to consume from bottles. |

# Section 4 - Procedure/Process

## Emergency Dental Procedures

### First aid procedure for a knocked out or chipped primary (baby) tooth

(4) A St Nicholas educator with first aid training can:

a. Have the child bite gently on a damp wash cloth or tissue.
b. Find the tooth and pick it up by only touching the top of the crown.
c. DO NOT reinsert the tooth back into the socket.
d. Place the tooth in a glass of milk or a small amount of the child's saliva and provide it to the parent/carer.
e. Advise the St Nicholas Nominated Supervisor/St Nicholas Responsible Person.
f. Advise the parent/carer to seek urgent medical attention.
g. Ensure an mnResponse incident report is completed within 24 hours of the incident occurring.
h. In the event where a child requires emergency medical attention, or further medical attention, the St Nicholas Nominated Supervisor or St Nicholas Responsible Person will contact their St Nicholas Area Service Manager who will provide guidance in relation to completing a report to relevant authorities.

### First aid procedure for a knocked out or chipped adult tooth

(5) A St Nicholas educator with first aid training can:

a. Have the child bite gently on a damp wash cloth or tissue.
b. Find the tooth and pick it up by only touching the top of the crown.
c. If possible, gently place the tooth back in the child's mouth, after rinsing with mild (or cold water if milk is unavailable) making sure it's facing the correct direction and have them gently bite down on a clean cloth.
d. If you cannot put the child's tooth back in their mouth, place the tooth in a glass of milk or a small amount of the child's saliva and provide it to the parent/carer.
e. Advise the St Nicholas Nominated Supervisor or St Nicholas Responsible Person.
f. Advise the parent/carer to seek urgent medical attention.
g. Ensure an mnResponse incident report is completed within 24 hours of the incident occurring.
h. In the event where a child requires emergency medical attention, or further medical attention, St Nicholas Nominated Supervisor or St Nicholas Responsible Person will contact their St Nicholas Area Service Manager who will provide guidance in relation to completing a report to relevant authorities.

## Teething

(6) Teething typically commences between four and ten months of age and is the process of when teeth erupt through the gums.

(7) Infants and young children may suffer discomfort during the teething process, which takes approximately eight days for a tooth to fully erupt. Symptoms and/or behaviours may include:

a. Babies rubbing their gums together;
b. Flushed red cheeks;
c. Increased sucking on toys, fingers or fists;
d. Irritability;
e. Increased need for attachment;
f. Increased saliva resulting in greater dribbling; and
g. Nappy rash.

**Management of teething**

(8) St Nicholas educators will support babies and young children during teething by providing relief to teething symptoms/behaviours by:

a. offering a teething ring;
b. using a cold, wet washer to massage the gum area with a finger;
c. offering large, firmer finger foods if the infant has commenced solid foods and is over six months; and
d. additional comfort.

**Medication for teething**

(9) As per the St Nicholas Administration of Medication procedure, St Nicholas educators will administer non-prescription teething gel if the parent/carer has provided authorisation on their enrolment form, it is clearly labelled and has a valid expiration date.

(10) Administration of paracetamol for pain relief will only occur after all other relief measures have been implemented to reduce pain and discomfort for teething children. The parent/carer or authorised nominee needs to have provided authorisation on the enrolment form in addition to verbal consent to administer paracetamol, documented on the St Nicholas Paracetamol Administration Form, prior to administration. If a child is required to be medicated due to teething pain, the parent/carer will be required to collect their child in accordance with the St Nicholas Administration of Medication procedure.

# Section 5 - Legislative Requirements

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| **Children (Education and Care Services) National Law 2010** | **Section 167** | Offence relating to protection of children from harm and hazards |
| | **Section 174 (2) (a,b)** | Offence to fail to notify certain information to Regulatory Authority |
| **Education and Care Services National Regulations 2011** | **Regulation 77** | Health, hygiene and safe food practices |
| | **Regulation 78** | Food and beverages |
| | **Regulation 79** | Service providing food and beverages |
| | **Regulation 80** | Weekly menu |
| | **Regulation 85** | Incident, injury, trauma and illness policies and procedures |
| | **Regulation 86** | Notification to parent of incident, injury, trauma, and illness |
| | **Regulation 162** | Health information to be kept in enrolment record |
| | **Regulation 168** | Education and Care Services must have policies and procedures |
| | **Regulation 170** | Policies and procedures to be followed |
| | **Regulation 171** | Policies and procedures to be kept available |
| | **Regulation 176** | Time to notify certain information to Regulatory Authority |

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| **National Quality Standards** | **Standard 2.1** | Health: Each child's health and physical activity is supported and promoted. |
| | **Element 2.1.2** | Health practices and procedures: Effective illness and injury management and hygiene practices are promotes and implemented. |
| | **Element 2.1.3** | Health lifestyle: Healthy eating and physical activity are promoted and appropriate for each child. |
| | **Element 2.2.2** | Incident and emergency management: Plans to effectively manage incidents and emergencies<br>are developed in consultation with relevant authorities, practised and implemented. |

# Section 6 - Document Review

(11) This policy will be reviewed when there is a legislative change, organisational change, delegations change or at least every 3 years to ensure it continues to be current and effective.

## Status and Details

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| **Status** | Current |
| **Effective Date** | 29th April 2025 |
| **Review Date** | 29th April 2028 |
| **Approval Authority** | Executive Director of St Nicholas |
| **Approval Date** | 10th April 2025 |
| **Expiry Date** | To Be Advised |
| **Unit Head** | Melissa Hill<br>Director St Nicholas |
| **Enquiries Contact** | St Nicholas Quality Assurance |

## Glossary Terms and Definitions

**"St Nicholas"** - St Nicholas is an agency of the Catholic Diocese of Maitland-Newcastle that provides a community in which children and young people develop the cultural, spiritual, physical and educational skills to belong in a contemporary world. Collectively, St Nicholas provides education services spanning early education (EE), out of school hours care (OOSH) and vocational education (Pathways).

**"St Nicholas employee"** - Any worker who is employed by St Nicholas Early Education including office and service-based roles. This incorporates all workers, including office-based and service-based roles who are employed by St Nicholas (excludes those employed in Shared Services).

**"St Nicholas educator"** - All service roles who hold (or are working towards) an approved education and care qualification, in Education and Care Services National Regulations (2011 SI 653) regulations 126A, 135 and 324, means— (a)  an approved certificate III level education and care qualification; or (b)  an approved diploma level education and care qualification; or (c)  an approved early childhood teaching qualification.

**"St Nicholas Nominated Supervisor"** - The Nominated Supervisor has day-to-day responsibility for the service in accordance with the Education and Care Services National Regulations (2011 SI 653). In relation to an education and care service, means a person who: • is nominated by the approved provider of the service to be a nominated supervisor of that service; and • has provided written consent to that nomination Education and Care Services National Regulations (2011 SI 653). In St Nicholas Early Education services, the Nominated Supervisor holds the title of Centre Director.

**"St Nicholas Responsible Person"** - An individual who is physically present and is responsible for the operation of a centre-based service for an agreed period of time. A responsible person must be present at all times that the approved service operates and can be: • the approved provider or a person with management or control of the service; • a nominated supervisor of the service; or • a person placed in day-to-day charge of the service in accordance with the Education and Care Services National Regulations (2011 SI 653).

**"St Nicholas Area Service Manager"** - An employee who oversees the operations and management of a portfolio of St Nicholas services.