

Guidelines for oral health resources



Document Revision History

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1. Introduction

The Centre for Oral Health Strategy (COHS) NSW provides oral health resources (training cup, water bottle, vanity/tote bag) free of charge to help improve the oral health of the NSW community.

COHS resources complement Colgate oral hygiene products (toothbrushes and toothpaste) available through the Global Child Dental Health Taskforce (GCDHT).

The resources are available quarterly in **February, May, August** and **November** each calendar year, to align with the product distribution from Colgate for the GCDHT. However, valid exceptions will be made in special cases.

Oral hygiene products are now also available for programs targeting adults at high risk of dental disease. Information regarding accessing these products is also included in these guidelines.

These guidelines have been developed to ensure COHS oral health resources are allocated and used in the most appropriate manner. They will be updated on a regular basis as new resources become available.

2. Resources available

2.1 Centre for Oral Health Strategy NSW

The following resources are available from COHS (refer Appendix A for order form):

- training cup
- water bottle
- oral hygiene products for young children (GCDHT)
- Oral hygiene products for adults at high risk of dental disease
- vanity/tote bag.

2.2 Better Health Centre Publications Warehouse

Oral health information is also available from the NSW Health Better Health Centre (BHC) Publications Warehouse to complement the resources (refer Appendix B for order form).

3. Disclaimer

A disclaimer is a statement made to free oneself from responsibility. A disclaimer is required for all information, resources and products provided by the Centre for Oral Health Strategy NSW/Area Health Services to consumers.

3.1 Printed Material (eg brochures)

Any information that is provided to the public should have a disclaimer, such as:

“The information provided was prepared from the best available evidence and was accurate at the time of printing.”

3.2 Products (eg training cup, water bottle)

“While every effort has been made to ensure only products meeting the relevant safety/quality standards are used, the Centre for Oral Health Strategy NSW makes no guarantee as to the safety of this product and is not liable for any product faults causing injury or death.”

3.3 Resources (eg brushes & paste, vanity bags)

“Oral health resources are provided to support and promote the key oral health messages. The Centre for Oral Health Strategy does not endorse or recommend any specific commercial brand or product and is not liable for any injury or harm resulting from their use.”

Disclaimer cards for products and resources are available from the BHC and **MUST** be provided with all products and resources.

4. Criteria

The resources are available for:

- patients at the chairside
- programs that target disadvantaged groups
- special events.

5. What should the resources be used for?

5.1 Training cups

Training cups are available for parents/carers of children from 6 months old to encourage drinking from a cup.

Written information is available from the BHC to complement the training cup:

- Teach your baby to drink from a cup (brochure)
- Drink well with a training cup (poster A3 and A4)
- Brush my Teeth (poster)
- Lift the Lip (brochure/magnet, poster - A4 and A2)
- See my Smile (brochure/magnet) (Aboriginal specific)
- Healthy Mouths for Kids under 5 (brochure)
- Tooth Smart – oral health advice for parents of young children (brochure)
- Public Dental Services – what you need to know (brochure).

5.2 Water bottles

Water bottles are available to encourage drinking tap water.

Written information is also available to complement the water bottles:

- Fluoride – Smile it's natural (brochure) (available from the BHC)
- Choosing drinks for children...think water first! (available for downloading from <http://www.healthykids.nsw.gov.au/infopages/2643.html>)
- When it comes to thirst...drink water first! (available for downloading from <http://www.healthykids.nsw.gov.au/infopages/2643.html>)
- Public Dental Services – what you need to know (brochure)

5.3 Oral hygiene products for young children (GCDHT)

Colgate toothbrushes and toothpaste are available to encourage young children to brush with fluoride toothpaste twice daily.

Written information is available from the BHC to complement the brushes and paste:

- Teach your baby to drink from a cup (brochure)
- Drink well with a training cup (poster A3 and A4)
- Brush my Teeth (poster)
- Lift the Lip (brochure/magnet, poster - A4 and A2)
- See my Smile (brochure/magnet) (Aboriginal specific)
- Healthy Mouths for Kids under 5 (brochure)
- Tooth Smart – oral health advice for parents of young children (brochure)
- Public Dental Services – what you need to know (brochure)

5.4 Oral hygiene products for adults

Colgate toothbrushes and toothpaste are available to encourage adults at high risk of dental disease to brush with fluoride toothpaste twice daily.

Written information is available from the BHC to complement the brushes and paste:

- Keep Smiling while you are Pregnant (brochure)
- NSW Messages for a Healthy Mouth – adults (brochure)
- Fluoride – Smile it's natural (brochure)
- Public Dental Services – what you need to know (brochure)
- Medicare Teen Dental Plan – what you need to know (brochure)

5.5 Vanity/tote bags

Vanity/tote bags are available to hold oral health products/resources and oral health information. Disclaimer cards can be placed in vanity bags for products and resources.

6. Other information and resources available from BHC

- NSW Messages for a Healthy Mouth – School aged children (brochure)
- NSW Messages for a Healthy Mouth - Set of 5 Aboriginal Posters (A3 size)
- Healthy Mouths for Kids under 5 – parent presentation (CD-rom)
- Healthy Mouths for Kids under 5 – parent presentation with voiceover (DVD)
- Healthy Mouths for Kids under 5 – flip chart (A3)
- Healthy Mouths for Kids under 5 – flip chart (A4)
- Koori Kids Koori Smiles – Tip card
- Disclaimer cards

7. Process for obtaining resources

To obtain COHS resources (training cup, water bottle, oral hygiene products for young children (GCDHT) and adults at high risk of dental disease, vanity/tote bag):

1. Complete an Oral Health Resource Allocation template (Appendix A).
2. Send completed Oral Health Resource Allocation template to Administration Officer at COHS for processing in **February, May, August** and **November** of each calendar year.
3. You will be advised by email when your order will be sent to you.
4. Upon receipt of resources, your order will also contain a quantity of Disclaimer cards. One card must accompany each package of resources.

8. Reporting requirements

You are required to report back to COHS annually on how you have used the training cup, water bottle, oral hygiene products for young children (GCDHT) and adults at high risk of dental disease, and vanity/tote bag.

1. Complete the Oral Health Resource Report (Appendix C).
2. Send completed Oral Health Resource Report to Administration Officer at COHS by **31 December** of each calendar year.

9. Further information

For further information please contact the Centre for Oral Health Strategy NSW telephone: 02 8821 4300, or visit the COHS website:

<http://www.health.nsw.gov.au/cohs/> or COHS intranet site <http://internal.health.nsw.gov.au/public-health/ohb/>.

Appendixes

Appendix A: COHS Oral Health Resource Order Form

Centre for Oral Health Strategy NSW

Oral Health Resource

ORDER FORM

Project Details:

Project Title			
Project Coordinator Details:			
	Phone:		Email:
Project Description			

Resources:

Please tick (✓) the resources you require	Number required:	Office use only Number provided:
Training cup <input type="checkbox"/>		
Water bottle <input type="checkbox"/>		
Oral hygiene product (children) <input type="checkbox"/>		
Oral hygiene product (adults at high risk of dental disease) <input type="checkbox"/>		
Vanity/tote bag <input type="checkbox"/>		
Disclaimer cards <input type="checkbox"/>		
Delivery address:		

Contract:

I agree to the following conditions:

1. The resources provided will only be distributed to participants in the allocated project.
2. A progress report will be provided annually.

Project Coordinator	
Signature	
Oral Health Service Director	
Signature	
Date	

Return to COHS Administration:

Fax – 02 8821 4302 or email georgette_roumanos@wsahs.nsw.gov.au

Appendix B: Better Health Centre Order Form

Better Health Centre Publications Warehouse

ORDER FORM

Description	Maximum order	Quantity
Brush my Teeth poster	5	
Disclaimer cards	Unlimited	
Drink Well with a Training Cup - Poster (A4 size)	5	
Drink Well with a Training Cup - poster (A3 size)	5	
Early Childhood Oral Health Guidelines (A4 book) 2 nd edition	5	
Fluoride – Smile it's Natural Brochure (DL size)	200	
Healthy Mouths for Kids under 5 - (DL brochure)	200	
Healthy Mouths for Kids under 5 – flip chart (A3)	5	
Healthy Mouths for Kids under 5 – flip chart (A4)	5	
Healthy Mouths for Kids under 5 – parent presentation (CD-rom)	5	
Healthy Mouths for Kids under 5 – parent presentation with voiceover (DVD)	5	
Keep Smiling while you are Pregnant (DL brochure)	200	
Lift the Lip brochure/magnet (DL size)	200	
Lift the Lip - Poster (A4 size)	5	
Lift the Lip - Poster (A2 size)	5	
Medicare Teen Dental Plan Information Brochure (DL size)	200	
NSW Little Smiles: Dental Health Resource Package for Childcare Professionals (A4 booklet)	5	
NSW Messages for a Healthy Mouth - Adults (DL brochure) brown	200	
NSW Messages for a Healthy Mouth - Children (DL brochure) red	200	
NSW Messages for a Healthy Mouth Guidelines (A4 booklet)	5	
NSW Messages for a Healthy Mouth Poster (A2 size)	5	
NSW Messages for a Healthy Mouth - Set of 5 Aboriginal Posters (A3 size)	5	
Oral Health Fee for Service Scheme Information Brochure (DL size)	200	
Public Dental Services Information Brochure (DL size)	200	
See my Smile brochure/magnet (DL size) – Aboriginal friendly version of Lift the Lip brochure	200	
Smoking cessation oral health resources are available from the Resource Distribution Unit tobinfo@doh.health.nsw.gov.au		
Teach Your Baby to Drink from a Cup - Brochure (DL size)	200	
Tooth Smart – oral health advice for parents of young children (DL brochure)	200	

ORDER DETAILS:

Organisation:			
Mailing Address:			
Suburb:		Post Code:	
Attention:		Telephone:	

SEND ORDER FORM REQUEST TO:

Better Health Centre	Telephone:	02 9887 5450
Macquarie Hospital	Fax:	02 9887 5452
Area Supply Store 2	Email:	bhc@nscchahs.health.nsw.gov.au
Badajoz Road, North Ryde 2113	Web:	www.health.nsw.gov.au/pubs

Appendix C: Oral Health Resource Allocation Report template

Centre for Oral Health Strategy NSW

Oral Health Resource

REPORT

Project Details:

Project Title				
Project Coordinator Details:				
	Phone:		Email:	
Project Description				

Resources provided:

	No. provided	No. distributed	Remaining resources
Training cup			
Water bottle			
Oral hygiene product (children)			
Oral hygiene product (adults at high risk of dental disease)			
Vanity/tote bag			
Disclaimer cards			
Date provided			

Remaining resources:

How will you use the remaining resources?	
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Return to COHS administration:

Fax – 02 8821 4302 or email georgette_roumanos@wsahs.nsw.gov.au by **31 December 20__**.