

## PSP Event Set-up Floor Plan and Volunteer Guide

### **Best Site**

School gymnasium, school cafeteria or other large room that has plenty of lighting.

### **Oral Health Review Station**

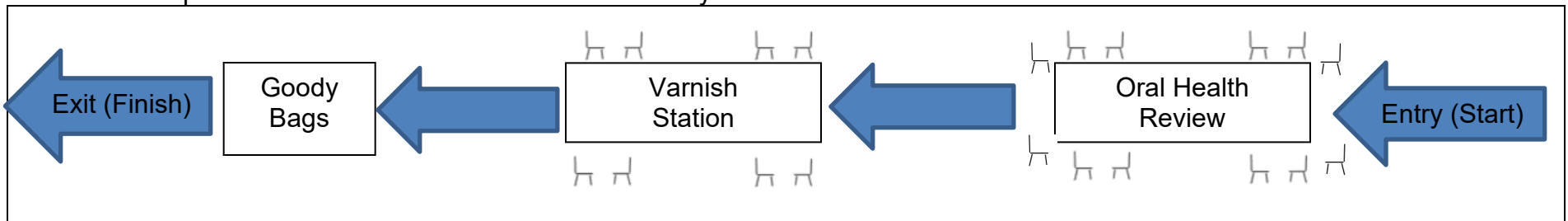
Two to three chairs will be needed for each reviewing station. One for the oral health reviewer, one for the child and one for the recorder if one is utilized. Chairs should be placed facing each other. Number of reviewer groups at each table depends on the size of the table and the ability to provide privacy for the child being reviewed.

### **Fluoride Varnish Application Station**

Two chairs will be needed for each varnish station. One for the volunteer and one for the child. Chairs should be placed facing each other. Number of varnish groups at each table depends on the size of the table and the ability to provide privacy for the child receiving varnish.

### **Oral Health Education Station**

Oral Health Education is a **required** component of the Preventive Services Program and can be accomplished in many different ways. Oral Health Education can be conducted on the day of the event or at a later time. Due to time restraints, it is often preferred to offer education on a different day.



- This is a very basic set up. It is important to create a room that has orderly flow with an entry starting point and an exit ending point. See flow chart above. The oral health reviewer can complete both review/varnish at one station.
- A goody bag station is optional if you choose to hand out the toothbrush, toothpaste, education material. Another option would be to distribute goody bags per classroom at the end of the day.
- Education is an important part of PSP. An education station is optional. Education can either be incorporated at the beginning or end of this example or can be conducted in the classroom while handing out goody bags.

## **PSP Event Set-up Floor Plan and Volunteer Guide**

### **Guidelines for the Number of Volunteers and Time Needed**

- For every oral health reviewer, it is recommended to have one to two volunteers to apply the fluoride varnish.
- If a recorder (optional) is utilized, then the number of recorders would be based on the number of reviewers.
- Having a couple of extra volunteers can be helpful getting kids to and from classrooms, handing out goody bags, and keeping the flow of event orderly. Downtime between groups of kids can increase time of events.

**The number of volunteers needed can vary depending on the number of kids participating. Working with your State Dental Hygienist can be helpful to determine the best number to conduct the PSP event in a timely manner.**

- Small school: 100 kids, 1 oral health reviewer, 2 varnish volunteers, 1 extra helper, time frame should be around 2 hours.
- Medium school: 250 kids, 2-3 oral health reviewers, 4-6 varnish volunteers, 2 extra helpers, time frame should be around 2-3 hours.
- Large school: 400 kids, 3-4 oral health reviewers, 6-8 varnish volunteers, extra helpers, time frame should be around 4 hours.
- A good rule of thumb, an oral health reviewer should be able to complete an oral health review between 1-2 minutes per child.