	Vision and hearing screening for school-age children Screen checklist
Learning on TAP	

Before screening	

Screening requirements		**Responsible: Screening coordinator**
Approvals	**Apply to Ministry of Health and Ministry of Education**	☐
Referral pathways	**Contact local eye and ear care personnel to establish referral pathways. Check:** • What service they can offer • Their availability for new referrals • How to make referrals • Any available concession rates / support schemes.	☐

Suitable location(s)	**Meet with school to explain programme and check requirements for screening can be met:**
	• Explain the purpose of screening and recommend all relevant school personnel complete Module 1: Sensory screening for school-age children
	• Explain requirements of screening space:
	  o Access
	  o Lighting
	  o Noise
	  o Length of room
	• Explain paperwork requirements:
	  o Consent forms
	  o Screen forms
	  o Notification forms
	  o Follow up referral list
	  o Tips for healthy eyes and ears
	  o School screening list/spreadsheet
	• Explain personnel requirements:
	  o School screening coordinator
	  o Helpers to organise children and accompany any child with special needs
	• Explain consent process and importance of signed consent from parent/caregiver/school head
	• Describe the screening day, including group sessions.
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Screening preparations		**Responsible: Screening coordinator with school coordinator**

Preparation checks: Paperwork	**Check with the school:**
	• Signed and returned Consent forms have been filed together ready for screening day and consent for each child has been recorded
	• A school screening list has been created
	• Each child has:
	  o One blank Screen form
	  o One Notification form
	• The school coordinator has one Follow up referral list
	• The screening space is clean and furniture is ready.
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Preparation checks: Equipment	**Check with the coordinator:**
	• Equipment for vision screen identified and checked:
	  o HOTV charts
	  o Pointing cards
		☐

	- E charts - Occluder (optional) - Tape measures - Pen torch/ophthalmoscope - Tape - Cleaning materials for hands and equipment • Equipment for hearing screen identified: - Sound level meter - Audiometer (machine / tablet or audiometer app on smart phone) - Headphones - Otoscope - Speculum - Cleaning materials for hands and equipment • Extra set of batteries and bulb for otoscope and pen torch/ophthalmoscope.	

Screening day		
Before screening activities	**Responsible: Screener/s with school coordinator**	
Screening space set up	**Prepare the space and equipment:** • Check background noise levels using sound level meter or mobile app. Do not continue if sound exceeds 40dB. • Furniture: - Two chairs - Table • Equipment for vision screen: - HOTV charts - Pointing cards - E charts - Occluder (optional) - Tape measures - Pen torch/ophthalmoscope - Tape - Cleaning materials for hands and equipment • Equipment for hearing screen: - Sound level meter - Audiometer (machine or mobile app) - Headphones - Otoscope - Speculums (at least two different sizes) - Cleaning materials for hands and equipment.	☐
Group session	**Run group preparation session:** Prepare the children who have consent to be screened.	☐
Vision and eye health screen	**Responsible: Screener/s**	
Step 1: Getting ready	• Copy answers from the pre-screening questions on the Consent form to the blank Screen form. • If the child is using spectacles for distance vision, check they are wearing them.	☐

Step 2:
Distance vision
screen
	Carry out the vision screen:
	1. Clean the occluder (if using one)
	2. Select the correct chart:
	    a. Children aged 8 years and younger should use an HOTV chart and pointing card
	    b. Children older than 8 years should use an E chart
	3. Sit the child 3 metres away from the chart on the wall
	4. Explain the screening procedure to the child:
	    a. If using HOTV chart they need to match letters using the pointing card
	    5. If using E chart they should show or tell the direction of the E's
	6. Test the right eye first and then left eye.
	7. Gently cover the other eye not being tested with the palm of the hand or an occluder.
	8. Work through the Screen form. Record the results for each eye and overall result.
		☐

Step 3: Eye health screen	**Prepare and carry out the eye health screen:** 9. Wash and dry your hands with soap or sanitiser. 10. Explain to child that you will be looking into their eyes and using the torch to help you. 11. Check each eye with the torch. 12. Record the results.	☐

Hearing and ear health screen	**Responsible: Screener/s**

Step 1: Getting ready	1. Read the information in the pre-screening questions. Copy the information across to a blank Screen form. 2. If the child has hearing aids they should remove them for the hearing screen.	☐

Step 2:
Hearing screen
	Carry out the hearing screen:
	1. Sit the child on a chair. Make sure they cannot see the audiometer or your hands when
	    carrying out the hearing screen.
	2. Explain the hearing screen procedure to the child:
	    a. The child will hear a sound through the headphones
	    b. Each time they hear a sound they need to show you in which ear they heard the sound. For
	       example, by raising their right or left hand.
	3. Place the headphones on the child. Make sure the headphones are covering their ears and
	    are comfortable.
	4. Work through the Screen form and record the results for each ear.
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	Practice screen: 1000Hz at 40dB
	1. Set the sound frequency at 1000Hz, and the loudness at 40dB.
	2. Make a sound into their right ear:
	    a. If the child responds, record a Pass result for that ear
	    b. If the child does not respond, try again, two more times only
	    c. If the child does not respond the second or third time, record a Refer result for that ear
	3. Repeat this process for the left ear.
	Results:
	• If the child did not respond to the sound after three attempts in one or both ears, do not
	  continue with the hearing screen, record ☞ Refer in the Result column on the Screen form
	  and start the ear health screen.
	• If the child responded to the sound in both ears within three attempts, continue to Stage 2.
		☐

	Hearing Screen: 1000Hz, 2000Hz and 4000Hz at 20dB 1000Hz at 20 dB: 1. Keep the frequency at 1000Hz and turn down the loudness level to 20dB.	☐

	2. Give this sound in the right ear three times. 3. Record the child's response by marking a tick (✓) or cross (X) on the screening form for each sound. 4. Repeat the process for the left ear. 2000Hz at 20dB: 1. Adjust the levels and repeat the same process as above. 4000Hz at 20dB: 1. Adjust the levels and repeat the same process as above. 2. Record the results for each ear and overall result.	
Step 3: Ear health screen	**Prepare and carry out the ear health screen:** 1. Wash your hands use soap/sanitizer gel and dry them. 2. Disinfect the speculum. 3. Explain to the child that you will be looking in their ears and using the otoscope to help you.	☐
	Check 1: The outside of the ear 1. Check the outside of the child's ear from behind and in front. 2. Record the results. 3. Press gently on the tragus to see if this causes pain. Pain could be a sign of infection. 4. If the child feels pain when you press on the tragus, stop the ear health screen and record ☞ Refer in the Result column. Otherwise, continue.	☐
	Check 2: Ear canal 1. Hold otoscope in hand on same side as child's ear. Gently pull back their pinna to open up the ear canal. 2. Record the results for each ear. Results: • If there are no signs of any ear health problems in either ear, this is a Pass result. • For any signs of an ear health problem, record a ☞ Refer result.	☐

Screen plan	**Responsible: Screener/s**	
Did not attend	**If child did not attend screening:** Record intent to reschedule the screening.	☐
Pass result	**If child passed all results:** • If there are no signs of any vision or ear problems, record intent to inform parents using a Notification form. • If the parent/caregiver has concerns, record intent to discuss with parents and perform a follow up screen.	☐
Refer: Eye care personnel	**Record plan to discuss referral to eye care personnel for any ☞ Refer result identified in:** • Pre-screening questions • Distance vision screen • Eye health screen.	☐
Refer: Ear care personnel	**Record plan to discuss referral to ear care personnel for any ☞ Refer result identified in:** • Hearing screen • Ear health screen.	☐

After screening activities		Responsible: Screener/s and school coordinator

Paperwork	• Check all the Screen forms have been completed
	• Add details to the Follow up referral list
	• Update the school records:
	   o Attendance
	   o Pass results
	   o Refer results
	   o Follow up screens.
		☐

Equipment and screening space	Clean the equipment and screening space.	☐

After screening day		
Communication and record keeping		**Responsible: Screening coordinator and school coordinator**

Communication with parents	• Ensure the school has a copy of the Follow up referral list
	• The school will:
	   o Speak to parents/caregivers of children needing referral
	   o Send Notification forms and Tips on healthy eyes and ears to **all** parents
	   o Track attendance at follow up referral appointments
	   o Arrange another screening day or make other arrangements to include children who did not attend
	• Suggest a follow up screening in one month if the parents/caregivers have concerns, even if a child had a Pass screening result on the screening day.
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Communication with eye and ear care personnel	• Communicate with personnel receiving referrals and let them know how many referrals to expect • If a child already uses vision or hearing assistive products, contact the service they currently use.	☐
Communication with the school	Follow up with the school to: • Check attendance at follow up referral appointments • Arrange further screening days.	☐
Record keeping	• School coordinator to regularly update Follow up referral list • Screening coordinator to review and report monitoring and evaluation data as agreed locally.	☐