



Before screening		
Screening requirements		Responsible: Screening coordinator
Approvals	Apply to Ministry of Health and Ministry of Education	<input type="checkbox"/>
Referral pathways	Contact local eye and ear care personnel to establish referral pathways. Check: <ul style="list-style-type: none">• What service they can offer• Their availability for new referrals• How to make referrals• Any available concession rates / support schemes.	<input type="checkbox"/>
Suitable location(s)	Meet with school to explain programme and check requirements for screening can be met: <ul style="list-style-type: none">• Explain the purpose of screening and recommend all relevant school personnel complete Module 1: Sensory screening for school-age children• Requirements of screening space:<ul style="list-style-type: none">◦ Access◦ Lighting◦ Noise◦ Length of room• Paperwork requirements:<ul style="list-style-type: none">◦ Consent forms◦ Screen forms◦ Notification forms◦ Follow up referral list◦ Tips for healthy eyes and ears◦ School screening list/spreadsheet• Personnel needed:<ul style="list-style-type: none">◦ School screening coordinator◦ Helpers to organise children and accompany child for screening where needed• Consent process and agreement from parent/caregiver/school head, with relevant paperwork• Details of the screening day, including group sessions.• Logistics of the screening day, organising and supervising the children. Any children with special needs?	<input type="checkbox"/>
Screening preparations		Responsible: Screening coordinator with school coordinator
Preparation checks: Paperwork	Check with the school: <ul style="list-style-type: none">• 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<ul style="list-style-type: none">◦ Blank Screen forms, Notification forms and Follow-up referral list are ready• The screening space is clean and furniture is ready.	<input type="checkbox"/>
Preparation checks: Equipment	Check with the coordinator: <ul style="list-style-type: none">• Equipment for vision and hearing screen identified and checked – see screening space set up:<ul style="list-style-type: none">◦ Extra set of batteries and bulb for otoscope and pen torch/ophthalmoscope.	<input type="checkbox"/>

Screening day		
Before screening activities		Responsible: Screener/s with school coordinator
Screening space set up	Prepare the space and equipment: <ul style="list-style-type: none"> • Check background noise levels using sound level meter or mobile app. Do not continue if sound exceeds 40dB. • Furniture: <ul style="list-style-type: none"> ◦ Two chairs ◦ Table • Equipment for vision screen: <ul style="list-style-type: none"> ◦ HOTV charts ◦ Pointing cards ◦ E charts ◦ Occluder (optional) ◦ Tape measures ◦ Pen torch/ophthalmoscope ◦ Tape ◦ Cleaning materials for hands and equipment • Equipment for hearing screen: <ul style="list-style-type: none"> ◦ Sound level meter ◦ Audiometer (machine or mobile app) ◦ Headphones ◦ Otoscope ◦ Speculums (at least two different sizes) ◦ Cleaning materials for hands and equipment. 	<input type="checkbox"/>
Group session	Run group sessions <ul style="list-style-type: none"> • Eye and ear health awareness for all children • Screening preparation for children who have consent to be screened. 	<input type="checkbox"/>
Vision and eye health screen		Responsible: Screener/s
Step 1: Getting ready	<ul style="list-style-type: none"> • Check that you have the correct Consent form. • Copy answers from the pre-screening questions to the blank Screen form. • Check that the child is wearing their spectacles if they use them for distance vision. 	<input type="checkbox"/>
Step 2: Distance vision screen	Carry out the vision screen: <ol style="list-style-type: none"> 1. Clean the occluder (if using one) 2. Select the correct chart: <ul style="list-style-type: none"> ◦ Children aged 8 years and younger use an HOTV chart and pointing card ◦ Children older than 8 years 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: <ul style="list-style-type: none"> ◦ HOTV chart - match letters using the pointing card ◦ E chart -show or tell the direction of the E's 5. Test the right eye first and then left eye. 6. Gently cover the eye not being tested with the palm of the hand or an occluder. 7. Work through the Screen form. Record the results for each eye and overall result. 	<input type="checkbox"/>
Step 3: Eye health screen	Prepare and carry out the eye health screen: <ol style="list-style-type: none"> 1. Wash and dry your hands with soap or sanitizer. 	<input type="checkbox"/>

	<ol style="list-style-type: none"> 2. Explain to child that you will be looking into their eyes and using the torch to help you. 3. Check each eye with the torch. 4. Record the results. 	
Hearing and ear health screen		Responsible: Screener/s
Step 1: Getting ready	<ul style="list-style-type: none"> • Check you have the correct Consent form and copy any missing information onto the Screen form • If the child has hearing aids they should remove them for the hearing screen. • Check noise levels are suitable, using a sound level meter / mobile phone app. Do not continue if sound level is over 40dB. 	<input type="checkbox"/>
Step 2: Hearing screen	Carry out the hearing screen: <ol style="list-style-type: none"> 1. Sit the child on a chair. 2. Explain the hearing screen procedure to the child: <ul style="list-style-type: none"> ○ The child will hear a sound through the headphones ○ 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. 	<input type="checkbox"/>
	Practice screen: 1000Hz at 40dB <ol style="list-style-type: none"> 1. Set the sound frequency at 1000Hz, and the loudness at 40dB. 2. Give a sound into their right ear: <ul style="list-style-type: none"> ○ If the child responds, record a Pass result for that ear ○ If the child does not respond, try again, two more times only ○ 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: <ul style="list-style-type: none"> • 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. 	<input type="checkbox"/>
	Hearing Screen: 1000Hz, 2000Hz and 4000Hz at 20dB <ul style="list-style-type: none"> • Make sure the child cannot see the audiometer or your hands when carrying out the hearing screen. 1000Hz at 20 dB: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 5. Adjust the levels and repeat the same process as above. 4000Hz at 20dB: <ol style="list-style-type: none"> 6. Adjust the levels and repeat the same process as above. 7. Record the results for each ear and overall result. 	<input type="checkbox"/>

Step 3: Ear health screen	Prepare and carry out the ear health screen: <ul style="list-style-type: none"> • Wash and dry your hands. Use soap/sanitizer gel. • Disinfect the speculum. • Explain to the child that you will be looking in their ears and using the otoscope to help you. 	<input type="checkbox"/>
	Check 1: The outside of the ear <ol style="list-style-type: none"> 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. 	<input type="checkbox"/>
	Check 2: Ear canal <ol style="list-style-type: none"> 5. Hold otoscope in hand on same side as child's ear. Gently pull back their pinna to open up the ear canal. 6. Record the results for each ear. Results: <ul style="list-style-type: none"> • 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. 	<input type="checkbox"/>
Screen plan Responsible: Screener/s		
Did not attend	If child did not attend screening: Record intent to reschedule the screening.	<input type="checkbox"/>
Pass result	If child passed all results: <ul style="list-style-type: none"> • 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. 	<input type="checkbox"/>
Refer: Eye care personnel	Record plan to discuss referral to eye care personnel for any ↶ Refer result identified in: <ul style="list-style-type: none"> • Pre-screening questions • Distance vision screen • Eye health screen. 	<input type="checkbox"/>
Refer: Ear care personnel	Record plan to discuss referral to ear care personnel for any ↶ Refer result identified in: <ul style="list-style-type: none"> • Hearing screen • Ear health screen. 	<input type="checkbox"/>

After screening activities Responsible: Screener/s and school coordinator		
Paperwork	<ul style="list-style-type: none"> • Check all the Screen forms have been completed • Add details to the Follow up referral list • Update the school records: <ul style="list-style-type: none"> ◦ Attendance ◦ Pass results ◦ Refer results 	<input type="checkbox"/>

	<ul style="list-style-type: none"> ○ Follow up screens. 	
Equipment and screening space	Clean the equipment and screening space.	<input type="checkbox"/>

After screening day		
Communication and record keeping		Responsible: Screening coordinator and school coordinator
Communication with parents	<ul style="list-style-type: none"> • Ensure the school has a copy of the Follow up referral list • The school will: <ul style="list-style-type: none"> ○ Speak to parents/caregivers of children needing referral ○ Send Notification forms and Tips on healthy eyes and ears to all parents ○ Track attendance at follow up referral appointments ○ 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. 	<input type="checkbox"/>
Communication with eye and ear care personnel	<ul style="list-style-type: none"> • 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. 	<input type="checkbox"/>
Communication with the school	Follow up with the school to: <ul style="list-style-type: none"> • Check attendance at follow up referral appointments • Arrange further screening days. 	<input type="checkbox"/>
Record keeping	<ul style="list-style-type: none"> • Make sure the Follow up referral list is being updated. • Record and report monitoring and evaluation data as agreed locally. 	<input type="checkbox"/>