

# VISION SCREENING BASICS

***THIS DOCUMENT IS FOR REFERENCE ONLY AND DOES NOT REPLACE THE DISTRICT REQUIRED HANDS ON TRAINING***

## VISION SCREENING COORDINATORS

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## FIRST THINGS FIRST

- A. Open the box and check inventory sheet to make sure you have everything you need. Notify coordinator immediately if anything is missing.
- B. Be sure to provide PK, K and contained ESE teachers with sample of card – E, Lea or Apple-House - so that they can practice with their students prior to screening.
- C. Check to make sure Health Screening Opt Out form has been sent home to parents (should have been with the parent homework packet the first week of school).
- D. Two volunteers per machine will be necessary to conduct screening. Additional volunteers for traffic would be helpful.
- E. Be sure to have all Volunteers sign in on Volunteer Sign In form.

## SET UP FOR SCREENING

- A. Find a room for vision screening that allows at least 25 feet for setting up machines and at least 3 – 4 feet between each machine.
- B. Find a table about 3 feet tall (a student desk or table is fine)
- C. Use two pieces of tape in front and three in the back
- D. Machine should extend beyond the table about ½ inch to allow for mask to lower completely.
- E. Be sure to provide a pointer of some kind to the person moving the mask (drinking straw or red pen is fine)
- F. Demonstrate measuring 20 feet with ribbon – tape down all four sides of “magic shoes” – 20 feet to the heel – they do not need to return the feet to the office – just throw away.
- G. 20 ft measurement will be used with Sloan letters or E chart. 10 ft measurement will be used with LEA shapes.
- H. Provide a red and black pen at each station for screening along with occluders (Pirate patches) and reference sheet.
- I. Trash cans in room will be necessary as students are not allowed to leave room with their used occluder.

## THE "E" GAME or LEA

- A. Practice with each class when they come in to ensure the students understand how to use their hand to show which way the "E" is facing – can use 1 finger, whole hand or 3 fingers (whatever works)
- B. If using LEA shapes, practice with sample of shapes.
- C. Explain what the "Pirate Patch" is. Screener holds patch for PK through 1<sup>st</sup>, 3<sup>rd</sup> and up can hold their own patch – just make sure they aren't cheating.

## GRADING CRITERIA

- A. If using LEA shapes and Sloan letters, shapes are used for PK-2<sup>nd</sup> grade and Sloan letters are used for 3<sup>rd</sup>-5<sup>th</sup> grade.
- B. Always screen the right eye first (form set up that way) – cover left eye
- C. Check to be sure top section is filled out – ask student their name to be sure they have correct form. Ask 2<sup>nd</sup> grade student and above if they wear glasses, if not marked. Students are screened with glasses on.
- D. Passing for PK – 3<sup>rd</sup> grade on 20/30 – 4<sup>th</sup> and 5<sup>th</sup> on 20/25. The screening criteria has been determined by Nemours Ophthalmology. Children's eyes become more focused as they get older.
- E. Student must get one more than half correct to pass a line (ex. 7 E's on a line – student must get 4 correct to pass that line). If student does not pass a line, raise the mask and have student read the next line – continue until you find a line he/she can pass – you must find a passing line for that student (always 1 more ½ correct). Then screen the left eye.
- F. Under first screening result – next to 20/\_\_\_ - write the number of the line they passed (line # is written on the side of each line near edge) for each eye. If they cannot pass any line on the chart then write whatever the top line # is with a + (ex 80+). This means they were off our chart.
- G. If a student does not pass the line for their grade level, then move them to a second machine. IF A CHILD DOES NOT PASS WITH THE FIRST SCREENER, THEN THEY MUST BE SCREENED A SECOND TIME.
- H. Second screener repeats the process and indicates result on 2<sup>nd</sup> screening section.

## REGISTRATION FORM

- A. Registration forms should be given to teachers at least 3 days prior to the screening so that they can complete the form.
- B. If using labels for registration forms, be sure to print three sets of labels – one for each page of the registration form. The label must include all required information.
- C. Top section must be filled out when student comes to you: School #, Date of screening as screenings are good for one year, Name must be entire name and legible, Grade determines screening line, Teacher name necessary as “pinks” are returned to teacher, Sex must indicate M or F as we track those results, ID# necessary for all PK and K’s and any referred student.
- D. Second section is filled out only if a student is referred.
- E. Third section is a behavioral section – does not need to be completed. We don’t refer for anything in that section.
- F. Screening result section – remember if a student doesn’t pass the first screening, they must be screened a second time.
- G. In the last section, SOMETHING MUST BE MARKED. If a student passes the screening – check **passed**. If child fails with either eye on the second screening – check **referred**. If a child is absent check **absent from screening** (you must have a form for every child). If a parent has returned the “opt out” form, check **Parent refused service** – DO NOT SCREEN THE CHILD. If a child with glasses fails the screening and they tell you the glasses are very new (a couple of weeks) and they only miss passing by 1 or 2 lines, then check **failed not referred, recent exam**. If a little one just can’t seem to complete the screening, then check **unable to screen**.

## SCREENING

- A. Pointers should place straw under character in the lighted area but do not obscure the character.
- B. Each screening team needs a different advance word, ie Next, Go, Ok. To make screening less confusing for younger students, tape a different color eye patch to front of each machine mask and write the advance word for that line on the patch. Screener can more easily identify the correct machine to a student and relief workers will know the advance word for each line.
- C. Checking muscle movement – using a pen, hold pen about 8 inches in front student’s eyes. Move pen right to left, then up and down, observing if the student’s eyes follow the pen. Next move the pen in to within about 3-4 inches from the student’s nose, also observing if the student’s eyes turn in towards the pen. (It may be necessary to hold the student’s chin so that they will only use their

- eyes to follow the pen). If the student's eyes cannot follow the pen, indicate this on the bottom of their form under "Referred, other symptoms". Simply write what you see.
- D. If a screener notices something unusual with a student's eyes – eyes turn in or out, or lid covers the eye, etc. - indicate on the form under "Referred, **other symptoms**". Continue to screen and note acuity, however, they will be referred even if they pass the screening.
  - E. Screen Left to Right on the first eye, and Right to Left on the second eye. (Students memorize the charts quickly).
  - F. If a screener notes the child's eyes are red, watery and appear itchy – could be "pink eye". Use a different patch for each eye, complete the screening, take the student to the teacher to send home and go wash your hands. **DO NOT TOUCH YOUR EYES.**
  - G. If a student does not pass on his/her first screening, they must be moved immediately to a second machine and be screened a second time. Results should be written in the Second Screening area of the registration form.
  - H. Students must throw their used occluder (patch) away before exiting the room.
  - I. Screener should never tell a child he "failed".

## THE PAPERWORK

- A. School was provided with 3 manila envelopes for each grade level – they should be marked K-passing male, K-passing female, and K-referrals, 1<sup>st</sup>-passing male, etc. Each envelope should have school #.
- B. School was provided with REFERRED MALE and REFERRED FEMALE sheets. Should be one set for each grade level. Write school # and grade level on each set.
- C. Following screening: Separate pink form from registration forms – sort "pinks" by teacher (they will be returned to the teacher to place in the "cume" folder). Remaining white and yellow forms are left attached and are sorted into three stacks -passing male, passing female and referrals. Passing males are placed in corresponding manila envelope – passing female in corresponding manila envelopes.
- D. List the names of the referred students on the corresponding REFERRED MALE and REFERRED FEMALE form for each grade level.
- E. Registration forms for referred students will need CONTACT INFORMATION (use blue cards in office). Then complete a parent referral letter for each referred student – complete the top section of the form attached to the letter – acuity will be from the 2<sup>nd</sup> screening. Address the "To the parent of" envelopes and place

letter in the envelope. Seal the envelope. The letters will be returned to the teacher who will send it home with the child.

- F. Separate the REFERRED MALE and REFERRED FEMALE white and yellow copies. White copies go into referral envelope along with the registration forms for that grade level. Yellow copies of REFERRED MALE and REFERRED FEMALE forms go to guidance (they use them for quick reference to see if a student has failed vision screening).
- G. Place all manila envelopes in the box from our office along with any unused materials and machines. These will be returned to our office via school mail.
- H. Contact information on the registration forms for referred students should include telephone numbers for future follow-up.
- I. Screening and paperwork must be completed within two weeks of this workshop.