

QUICK REFERENCE SHEET FOR STAFF DOING VISION AND HEARING SCREENING

1. When planning or calling site ahead to make appointment for visit:
 - a. Ask for a class list and vision/hearing screening report forms.
2. Set up equipment
 - a. Find a place to set up vision screening
 - 1) Normal room light, no direct glare on screen
 - 2) Wall plug available
 - 3) 10 feet between child and screen (mark 10 foot spot on the floor)
 - 4) Turn on screen to make sure it is working
 - b. Find a place to set up audiometer
 - 1) As quiet as possible
 - 2) Wall plug available if audiometer is plug-in model
 - 3) Try each earphone to make sure they are working
3. Vision screening: Explain procedure to all children ("looking game")
 - a. Make sure child is standing with eyes over 10 foot mark (usually heels on mark)
 - b. Have child cover left eye with patch ("make eye hide but don't squash it")
 - c. Point under one figure at a time and ask the child tell you what the picture is
 - d. Praise the child for each answer (right or wrong)
 - e. Start with the largest figures and go to smallest
 - f. The child's result is the smallest line on which he or she can see more than 50% of the figures (i.e., if a line has 6 figures, must see 4 figures to pass that line)
 - g. Repeat procedure to check left eye (patch on right eye)
 - h. Record results on Vision & Hearing Report Form:
 - 1) Name of tool used (E-chart, figures, HOTV)
 - 2) 20/30, etc. for each eye
 - 3) Any pertinent observations (rubbing eyes, squinting, etc.)
 - 4) Normal = 20/40 for 4 year-olds, 20/50 for 3 year-olds
 - 5) Did not pass = less than normal
 - i. Sign the report form. Give forms to Family Support staff member after all done.
 - j. Occasionally a child is very shy or refuses. Get someone familiar to the child to assist. If vision screening cannot be done, write "child unable to screen" on report form. Someone will try to screen vision at some other time.
4. Hearing screening: Explain procedure to all children ("hearing game")
 - a. Set audiometer to test @25dB loudness
 - b. Put earphones on child (**with red earphone on right ear**)
 - c. **Always test the right ear first, then left ear**
 - d. Operate audiometer to produce tones @ 1000, 2000 and 4000 Hz frequencies
 - e. Have child raise hand to show you he/she heard a tone
 - 1) Any consistent response is acceptable
 - 2) It's OK to give a second chance
 - f. Record on Vision & Hearing Report Form:
 - 1) Normal = heard all tones (25dB @ 1000, 2000 & 4000 Hz in both ears)
 - 2) Did not pass = did not hear any or all of the tones in one or both ears
 - 3) Unable to screen (write on form). Someone will try to screen hearing at some other time.
 - g. Sign the report form. Give forms to Family Support staff member after all done.