

Vision Screening

POLICY:

Every child enrolled into the Head Start Program will have a vision screening completed within 45 calendar days of enrollment.

This policy relates to [Head Start Performance Standards 45 CFR Part 1302.42 and 1302.33](#)

PROCEDURE:

1. Trained Head Start staff will conduct a vision screening on all children within 45 calendar days of enrollment.
2. Staff will review health information that the parent brings in to see if a new vision exam has been obtained after the last day of the previous school year. If the child did in fact have a vision exam after the last day in the previous school year, the staff vision screening will not be required.
3. There are two options for vision screening; SPOT Camera and the Sight Line Flipchart Screening.
 - A. Spot Camera screening procedure:
 - Trained staff can perform the vision screening using the Spot Camera.
 - Enter the child's name and Birthday.
 - The camera will generate a result with either a passing result (Screening Complete) or a fail (Complete Eye Exam Recommended).
 - If Complete Eye Exam is recommended, then follow-up would be to refer to local eye care professional.
 - If the child had a recent vision exam completed after the last day of the previous school year and the spot camera results indicate "Complete Eye Exam Recommended", then staff will follow-up with the child's eye care professional and document in family case notes.

- B. The Sight Line flipchart is a critical line test of recognition visual acuity, which means each eye is screened separately using the line a child should pass according to the child's age. Results are recorded as pass/fail or refer.

Sight Line flipchart screening procedure:

- When using the flipchart for screening children ages 3 years
 - Use 20/50 cards
- When using the flipchart for screening children ages 4-5 years
 - Use 20/40 cards
- Select a screening location that is at least 12 feet in length, quiet, free of distractions, and evenly lit.
- Measure 10 feet (3 meters) between the chart and the child's eyes with the cord included in the kit.
- If placing a mark on the floor to maintain the 10 foot screening distance, ensure the child stands with the arch of their foot on the mark.
- If using a chair, measure to the back of the chair seat and ensure the child is seated with their back against the back of the chair.
- Begin by familiarizing the child with the screening task.
- Hold the flipchart 16 inches (40 Centimeters) from the child's face.
- With the child's eyes uncovered, ask the child to name symbols (pictures) on the 20/100 card.
- Accept whatever the name the child calls each symbol.
- Occlude the child's left eye, using a set of the specially constructed occlude glasses included in the kit.
- Sunflower occlude glasses are for smaller faces. If the child is wearing prescription glasses, the occlude glasses go over the prescription glasses.
- Turn the flip book to the Right Eye Card that matches the child's age.
- At 10 foot and with the child's left eye occluded, present the flipbook at the child's eye level.
- Ensure the flipbook cards have no glare from nearby windows or other lighting sources.
- Hold the flipbook perpendicular to the floor. Do not tilt the flipbook up or down.
- Ask the child to identify (verbally naming or matching) the symbols on the provided Right Eye Card that matches the child's age.

- Alternatively, the four small individual cards with one symbol on each card can be placed on the floor in front of the child; the child can match the flipbook symbols by stepping on the cards.
- Switch occlude glasses so that the Left Eye is occluded.
- Turn the flipbook to the Left Eye Card that matches the child's age.
- Repeat the process for the left eye.
- Record the results as pass, fail, or refer.

Pass= Correct identification of 3-5 of the symbols with each eye individually.

Fail= means the child can only identify 0-2 symbols with either eye or both eyes.
Rescreen the same day or within 30 calendar days of initial screening date.

Refer =If the child has a score of "fail" or "CNT" on rescreen, follow-up with an eye care professional.

Head Start can no longer accept the Snellen Vision Charts for vision screening. If you use a screening from the Health Dept. or family medical doctor you will need to verify if this screening was completed using the Snellen Vision Chart and if so, rescreen the child using the Sight Line flipchart or SPOT Camera.