



School Health Screening Checklist

Provided by:



In collaboration with:



MDPH School Health Services

Revised June 7, 2022

Screening Checklist

Date Completed: _____

INVENTORY EQUIPMENT & SUPPLIES

BMI

CDC BMI calculator saved on my computer, or in my electronic health record system

List which option:

- Stadiometer (measurable to nearest 1/8" or cm)
- Stadiometer mounted at proper wall height
- Scale that can be zeroed (calibrated at least annually)

Date last calibrated:

Hearing

- Correctly functioning audiometer(s)
- # of machines:
- Type/model of each, and date last calibrated:

Postural

- Tape mark on level floor
- Changing area or halter tops available
- Screening area with separate entrance/exit, and enough space for screener to move freely around student for front, back, and side views

Vision

All visual acuity charts must use logMAR notation/scoring, and use LEA SYMBOLS or Sloan Letters. For further information on screening tools see the [Vision Screening Section starting on page 21](#) of this Screening Handbook. When purchasing new vision tools, see [SHIELD's Health Screenings webpage](#) for a detailed list of equipment, including model numbers.

Distance Vision:
Type:
Properly fitted occluders

Near Vision:
Type:

Stereoacuity:
Type:

Instrument-based screening machine (ages 3, 4, 5)
Schedule a loan of a Spot™ screening machine with your Regional School Nurse Consultant

RECRUIT & TRAIN SCREENING TEAM

Screening team set for each type of screening
Names/dates they will be working:

Training planned:
Describe:

SCHEDULING

Try to plan fall screening dates the prior spring.

Clinic dates/times, space permissions, communication plan for teachers, administration, SPED, parents/guardians all established
Clinic dates/locations:

Class schedule reviewed, teachers identified in case of conflicts, and screening schedule developed

Screening spaces identified, ensuring that they:
 Are properly sized, lit, and offer privacy

Postural screening in-class training scheduled
Date(s):

Administration informed and approved of screening schedule and locations

Schedule shared with teachers (revise if needed)

COMMUNICATIONS

Parents/guardians notified of screenings
(See [SHIELD Health Screenings webpage](#) for sample letters and educational materials)
Dates/types of communication:

Educational materials included in parent/guardian communications (esp. promoting healthy weight/active living, and postural screening)

PREPARE FOR SCREENING DAY

Postural screening in-class training completed

Protocols for all screenings reviewed

Blank referral letters for all screenings copied and ready to complete

- Screening lists have been prepared
- Availability of screening rooms confirmed
- Schedule confirmed with teachers (incorporating any needed last-minute adjustments)
- Signage posted (as needed)
- Screening spaces set up:
 - Functional equipment
 - Cheat sheets for vision & hearing machines
 - Floors marked
 - Privacy screens (where needed)
 - Student waiting area with activities (i.e., books)
- Screening team assigned to stations and briefed on the plan for the day

CONDUCT SCREENINGS

- Refer to screening protocols in this handbook

RE-SCREENING STUDENTS

- Review data collection sheets to identify students who need to be screened (i.e., absent/missing on original date), rescreened, and referred
- Re-screening dates and spaces confirmed Dates/locations:
- Re-screening team confirmed
- List of students to be re-screened or who missed the first screening date
- Teachers notified of re-screening dates and list of students to be screened
- Screening spaces set up

DOCUMENTATION & REFERRALS

Post-Screening Documentation

- Screening data documented in student's paper/electronic health record
- Teachers notified of required/recommended classroom accommodations

Referral Completion

- Referral letters sent to parents/guardians and documented in student's record
(See [SHIELD Health Screenings webpage](#) for sample letters and educational materials)
- Follow up on incomplete referrals (dates entered into calendar to do follow ups):
 - Second referral notice sent to parent (as needed)
 - Parent/guardian contacted directly (as needed)
 - Referral outcomes recorded in student record

REPORTING

- BMI & SBIRT results prepared to submit to MDPH
- For CSHS grant recipients only:* All screening data prepared to submit to MDPH

POST-SCREENING PLANNING

- Appointments made to calibrate machines for next year:
 - Hearing (date & vendor):
 - Scales (date & vendor):
- Plan for repairing/replacing equipment (if needed):

REMINDERS FOR NEXT SCHOOL YEAR