

COLORADO SPRINGS SCHOOL DISTRICT 11

Dr. Terry Bishop, Superintendent

Jolinda Daley, Health Screening Coordinator

Volunteer Services

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GUIDELINES

WORKING TOGETHER FOR A SUCCESSFUL HEALTH SCREENING

These guidelines have been developed to assure that each screening day is successful. Each member of the team listed can count on all the other members to get their jobs completed.

SCHOOL WILL:

Provide envelopes for parent referral letters.

Provide stamps to mail referral letters.

Provide copies as needed.

PRINCIPAL OR PRINCIPAL'S DESIGNEE WILL:

Designate school's Health Screening Chairperson.

Send chairperson's name, address, and phone number to Health Screening Coordinator in May.

Place screening dates on Master Calendar to avoid scheduling conflicts.

Alert your staff of screening schedule.

Consult with the school nurse regarding individual school needs.

Review or develop screening day schedule with chairperson and school nurse.

Inform staff that approximately 20 minutes should be allowed to screen each class.

Coordinate with the nurse and health screening chairperson to identify screening rooms.

Notify staff of rooms to be used.

Notify parents about the screening dates in the school newsletter.

Have custodian set up tables and chairs for screening.

Thank the volunteers by providing refreshments and lunch.

SECRETARY WILL:

Assure that screening dates are on calendar and that field trips, assemblies and testing are **not scheduled**.

Assist the Health Screening Chairperson with duties and inform them of the nurse's scheduled day so screening can be discussed.

Provide chairperson school schedule that includes gym, music, art, recess and lunch.

Print current class lists.

Pull all students' health files or coordinate with chairperson to pull files.

ELEMENTARY - All students are screened. Preschool students are screened on the re-screen date.

MIDDLE SCHOOL – All 7th and 8th grade students; 6th grade - Special Education students and new students to District 11 are screened.

HIGH SCHOOL - 9th grade students new to District 11 and Special Education students are screened.

VOLUNTEER SERVICES/HEALTH SCREENING COORDINATOR WILL:

Provide a format for principals, nurses and chairpersons to acknowledge screening dates and duties.

Review, revise, print and distribute screening procedures as indicated by nurses, coordinator and consultants.

Prepare and send yearly screening schedule. Approve dates with the principal.

Assist schools in recruiting Health Screening Chairperson if not in place by August.

Provide training for all Health Screening Chairpersons.

Provide names of previous volunteers to chairperson and/or work with chairperson to help recruit if necessary.

Reschedule schools that are not able to recruit volunteers.

Provide screening statistics for nurses.

AUDIOLOGISTS WILL:

Screen all preschool students.

Screen all students who fail hearing tests at middle school.
Be responsible for all hearing evaluation follow-up.

HEALTH SCREENING TEAM WILL:

Set up all vision and hearing equipment.
Train vision screening volunteers.
Screen all students for hearing.
Write all referral letters for vision and hearing failures.
Provide the nurse and audiologists referral sheets.

NURSES WILL:

Ensure the screening dates are on the school Master Calendar.
Check with the principal for the name, address, and phone number of the Health Screening Chairperson in the spring.
Assure that chairperson is in place in May.
Notify Health Screening Coordinator if chairperson is not in place.
Be the primary contact for Health Screening Team at assigned schools.
Serve as consultant for Health Screening Chairperson and Health Screening Team at each assigned school.
Work with principal to get a suitable screening area including a hearing screening area free from noise.
Remind school staff of screening one month prior and again one week prior to screening date.
Assure that the school is prepared for health screening using the Health Screening Checklist.
Call Health Screening Chairperson one month prior to screening day.
Make sure chairperson has job description and is completing assigned tasks.
Be present on screening days and have referral letter prepared for re-screening date.
Thank Health Screening Chairperson personally after rescreening.
Nurse will assume duties of chairperson if one has not been designated.

HEALTH SCREENING CHAIRPERSON WILL:

Attend District training as determined on screening calendar.
Follow job description as listed.
Consult with school nurse regarding screening needs.
Review guidelines for a successful health screening.
Recruit a team of no less than 4 vision screeners, 2 runners and 1 record keeper for elementarys and high schools, and 2 record keepers for middle schools.
Inform the volunteers of the screening dates.
Consult with school administration to select a vision screening area that will accommodate volunteers and vision machines and a hearing room that is **free from noise for each scheduled screening day.**
Have custodian set up five tables in the vision room for screening equipment and record keeping. (Diagram attached)
Consult with administration to develop screening schedule that is the least disruptive to school schedule.
Request current class lists one week prior to screening date.
Work with secretary to pull all health files.
Make sure each student has a health file.
Organize health files together with the class that they will attend screening. Band together.
Arrive at school forty-five minutes before school commences on screening day.
Recruit 1 runner and 1 record keeper to be present on scheduled re-screening day.
Complete blue Volunteer Summary Sheet and return to the Health Screening Coordinator.
Complete Health Screening Evaluation form and return to Volunteer Services or Health Screening Coordinator after screening is completed.

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