Classification: Official



# ICB toolkit: CYP SEND sight testing service specification

Commissioning standard and service specification for sight testing and dispensing of spectacles to children and young people with special educational needs and disabilities (SEND) in special educational settings across England



# **Contents**

Introduction and background	3
SES sight testing and dispensing service summary	3
Service specification overview	4
Contract type and length	4
Accessibility and service hours	5
Remuneration	5
Contractor responsibilities	5
Contractor equipment	6
SES engagement	6
Consent	7
Sight testing	8
Spectacle dispensing	8
Second pairs	9
Repairs and replacements	9
Outcome reporting and information sharing	10
Professional standards and training for those providing SES sight testing and dispensing	11
Onward referral from the SES sight testing service	11
Safeguarding	12
Performance and activity reporting	12
Appendix A: Contract monitoring and quality improvement indicators	13
Appendix B: Pre-appointment questionnaire (for parent/carer/guardian) – template	14
Appendix C: Pre-appointment questionnaire – for patients – template	24
Appendix D: Eye health outcome report – template	33
Appendix E: Special educational settings – information sheet for schools – template	39
Appendix F: Special educational settings – Information sheet for	
patients/parents/carers/guardians – template	42
Appendix G: Suggested equipment list – template	46

# Introduction and background

- The <u>NHS Long Term Plan (2019)</u> set out a commitment to provide sight tests for children and young people with learning disabilities and autism in residential special educational settings (SES).
- 2. While the NHS Long Term Plan commitment related specifically to children and young people in residential SES, NHS England in conjunction with the Department for Health and Social Care (DHSC) announced on 19 June 2023 that the <u>sight testing</u> service will be extended to day schools.
- 3. This commissioning standard and service specification should be read alongside relevant legislation and professional guidance pertaining to the conduct of a sight test, which is the same clinical standard in all settings, including optical practices, private homes, and SES.
  - See <u>The Sight Testing (Examination and Prescription) (No. 2) Regulations 1989</u> at legislation.gov.uk.

# SES sight testing and dispensing service summary

- 4. All children and young people in residential and day SES are to be offered an annual sight test, unless a more frequent interval is clinically indicated.
- 5. Contractors, in co-operation with the SES, must obtain written consent from pupils/parents/carers/guardians prior to each sight test/first appointment with the child or young person. Provision must be made for any parents/carers/guardians to attend the sight test and selection of frames if they wish to do so.
- 6. Financial support towards the cost of glasses/lenses to be available, using general ophthalmic services (GOS) vouchers.
- 7. Each pupil who requires corrective lenses to be offered either:
  - a range of suitable frames from which to select
  - an NHS optical voucher to use on the high street
- 8. Each pupil to be provided with an eye health outcome report. A template report will be provided separately.

### Service specification overview

- 9. The commissioner, following a procurement process, will award contracts setting out the contractual requirements and specifying the SES in which the contractor will provide sight testing and dispensing to meet the pupils' eye care needs.
- 10. In delivery and management of the SES sight testing service, the contractor will be expected to engage with:
  - Commissioners
  - the local eye health network (where they exist)
  - local optical committees
  - secondary care providers
  - parents/carers/guardians
  - children and young people attending the SES
  - the SES school staff

The intention is to build good relationships, especially with parents/carers, share information and develop a wider understanding of visual challenges for children and young people in a SES setting.

- 11. The contractor will identify a named individual or role in their practice/organisation as a point of contact for the SES and identified within their contract, including for safeguarding purposes.
- 12. The contractor will also work collaboratively with other relevant providers as identified by the commissioner, to support the care and or treatment of children and young people attending the SES specified in their contract, where active consent to care has been received.
- 13. Should a commissioner have available additional funding, they may offer financial support to contractors to help cover startup costs, at commencement of contract. This is wholly dependent on funds being available and may differ across England.

## **Contract type and length**

14. The service will be contracted via a nationally amended additional services contract. Amendments will be that an any qualified provider (AQP) model is not applicable within an SES setting and the contract will be commissioned via the procurement regulations and time limited. Contracts must specify the named school(s) where service provision will be provided along with the duration of the contract.

15. The SES sight testing model contract will run for a term to be agreed between the commissioner and contractor. The terms and conditions for the termination of contracts, by the contractor or commissioner, is set out in the GOS Contract Regulations 2008.

# **Accessibility and service hours**

- 16. The service will be flexible and responsive to individual pupil needs in accordance with the Equality Act 2010 and the NHS and Social Care Act 2008. The SES is responsible for providing accessible premises, including wheelchair access.
- 17. The contractor will ensure there is a choice of appointments, within reason, to accommodate pupils' educational needs and to facilitate parents/carers/guardians attending the appointments. Appointments will need to be conducted within SES opening times.
- 18. Where a child/young person is a resident at the SES, consideration should be given to conducting appointments outside of educational hours if this would better accommodate the pupils' needs and enable parents/carers/guardians to attend.
- 19. The contractor will monitor patient satisfaction through a local survey, as determined by the commissioner, and implement change where reasonable and appropriate following discussion and agreement with the commissioner.

#### Remuneration

20. Subject to directions and consultation, the proposed sight test fee is £85.

### **Contractor responsibilities**

- Eligibility to hold an SES sight testing model contract is restricted to contractors who can demonstrate they meet the service, professional, training and quality requirements.
- 22. The contractor, as named in the SES sight testing model contract, is responsible for ensuring that qualified clinical staff are available to deliver the service at the frequency and times agreed with the SES. Any party employed or subcontracted by the contractor for the provision of services must meet all the professional registration and training requirements.
- 23. Optometrists, orthoptists, and dispensing opticians must hold a current qualification and be registered with, and approved by, the appropriate regulatory bodies. While their qualification ensures competency in core areas, including working with children, young and vulnerable people, additional training requirements are specified below.

24. The contractor must ensure that clear, legible, and contemporaneous patient records are maintained, in line with clinical professional requirements.

### **Contractor equipment**

- 25. The contractor will ensure that they have the relevant infrastructure to undertake faceto-face clinics for pupils in an SES, including the equipment required to meet the
  clinical standards for a sight test. Suitable adaptations and reasonable adjustments
  should be in place to allow a full sight test to be undertaken with all children and young
  people.
- 26. A suggested list of equipment requirements is included in Appendix G.
- 27. While mobile equipment is preferred, and should be made available by the contractor, the contractor may with the express agreement of the SES store their equipment within the SES premises if this:
  - a) can be accommodated
  - b) is appropriate/required to meet the needs of SEND children and young people attending SES

# **SES** engagement

- 28. Commissioners must engage with all SES within their geographical boundaries to understand the potential for an SES sight testing service under this standard and define all relevant SES within any tender documentation. The output of SES engagement should be to:
  - promote uptake of the SES sight testing service
  - determine the number of SES agreeing to an SES sight testing service
  - determine the total potential number of SEND children and young people attending SES who may then be treated under a subsequent contract (subject to active patient consent).
- 29. Commissioners should ensure that all schools are clear on the terms and conditions associated with this commissioning standard and service specification. Commissioners should give due consideration to the eye care pathway required by children and young people in SES to order to minimise the potential for duplication of effort across primary and secondary care.

30. Contractors will be expected to build strong relationships with the SES and the wider SES community to promote both the availability of the service and wider understanding of eye health challenges for SEND children and young people attending SES.

#### Consent

- 31. This service will operate, for all clinical and dispensing aspects of this service specification, an opt-in consent policy. Contractors, in co-operation with the SES, must obtain written consent from parents/carers/guardians prior to each sight test/first appointment with the SEND child or young person. The forms will request:
  - consent to SES sight testing
  - consent to the use of treatments (for example, eye drops) and equipment as part of the sight test, and as determined by the professional conducting the sight test against the established clinical standard
  - consent to dispensing, should the GOS 3 voucher be issued and redeemed by the SES contractor
  - information about the child's or young person's eye care history, including under GOS or any history of previous or active secondary eyecare being received
  - wider medical history of the SEND child or young person, as relevant to any potential eyecare under the SES sight testing service
- 32. The contractor will ensure that relevant resources (for example, leaflets, factsheets, etc) are provided in an appropriate format and used as part of the consent process.
  - This is to ensure that all parties both parents/guardians and, where appropriate, individuals have all available information about the sight test and the benefits it offers.
  - Ophthalmic professionals working in the service shall be sufficiently knowledgeable to answer any questions with confidence.
- 33. Secondary and primary eye care professionals, where operating in parallel in the treatment of SEND children and young people attending SES, should remain in regular contact to ensure the eye care needs of the child/young person remain fully met after commencement of any SES sight testing.

### Sight testing

34. SES sight testing must be conducted in accordance with regulations and guidance. The testing of sight is defined by the Opticians Act 1989, section 36(2), as:

Determining whether there is any and, if so, what defect of sight and of correcting, remedying or relieving any such defect of an anatomical or physiological nature by means of an optical appliance prescribed on the basis of the determination.

35. The <u>Sight Testing (Examination and Prescription) (No2) Regulations 1989</u> state that the clinical tests require the practitioner to:

Perform, for the purpose of detecting signs of injury, disease, or abnormality in the eye or elsewhere:

- 1. An examination of the external surface of the eye and its immediate vicinity,
- 2. An intra-ocular examination, either by means of an ophthalmoscope or by such other means as the doctor or optometrist considers appropriate,
- Such additional examinations as appear to the doctor or optometrist to be clinically necessary.
- 36. Subject to regulatory change, all SEND children and young people attending an SES will be eligible for NHS funded sight tests and optical vouchers, including repairs and replacements, set out under the <a href="https://example.com/Primary-Ophthalmic Services Regulations">Primary-Ophthalmic Services Regulations</a> 2008.
- 37. All pupils must be offered an annual sight test (unless a more frequent interval is clinically indicated) with parent/carer/guardian consent. Parents/carers/guardians must also be offered the opportunity to attend this appointment.
- 38. The practitioner must establish the date of the patient's last sight test, regardless of the setting in which it was conducted. If the date falls within the annual interval, the practitioner should use their clinical judgement to determine whether to proceed with the sight test and clearly document the rationale in the patient record.

### **Spectacle dispensing**

39. Each pupil who requires corrective lenses should be offered financial support towards the cost of any corrective lenses required for their prescription in the form of GOS 3 optical vouchers. Co-payment from the parent/carer/guardian will be required where the total cost of the selected frame and lenses is greater than the GOS voucher value.

- 40. The pupil and their parent/carer/guardian should determine whether the financial support should be used to select from either:
  - the range of frames provided by the SES contractor
  - the range of frames offered in a high street setting
- 41. Pupils will be entitled to a single pair of glasses as standard.
- 42. Children and young people attending an SES may require specialist or adapted frames. It will be a contractual obligation to offer genuine choice between an appropriate choice of suitable frames and for these to be provided by the school testing dispensing service.

The range carried by the contractor must be regularly reviewed and updated. If a patient/parent carer wishes to seek frames from the high street an appropriate voucher must be issued for redemption outside of the service.

### Second pairs

43. Patients are not automatically entitled to a spare pair of glasses of the same prescription and second pairs should not be provided on a 'just in case' basis.

However, in exceptional circumstances – for example, where a child with a disabling illness is breaking their glasses with such frequency that their education is being disrupted – permission may be sought from the relevant commissioner (FPN713).

Contractors should complete the application form for second pairs (see the <u>GOS policy book appendix 13.2</u>) and submit to the commissioner for approval.

# Repairs and replacements

- 44. All children and young people up to the age of 25 attending special schools are entitled to repairs and replacements of spectacles. Provision for any repairs and replacements must be made available, where required and within reason, outside of term times.
- 45. Contractors can claim remuneration for repairs and replacements using GOS 4.
- 46. The annual assessment will also allow for fair wear and tear to be assessed, and for necessary spectacle repairs and replacements to be addressed, including broken/lost spectacles that have not been previously reported.
- 47. The contractor should undertake ongoing support with spectacles fitting and appropriate adjustments, where reasonably required. This will support successful

spectacle wear and avoid the need for additional appointments outside of school for this service.

# Outcome reporting and information sharing

- 48. An outcome report in lay language should be issued to parents and teachers following every examination, including as part of annual re-checks.
  - Where spectacles are needed and where there are any ocular or visual concerns, this report should also be sent to the child's GP and paediatrician (where the child is under the care of a paediatrician).
  - It should also be sent, where relevant, to any secondary care professional under whose care the child/young person is also receiving treatment. This is subject to patient or parent/carer/guardian consent.
- 49. The outcome report should include details of any spectacle prescription, advice for when spectacles are to be worn and details of any other visual or ocular problems.
  - Strategies for necessary adjustments to support children or young people with visual or ocular problems should be included. For example, in the case of reduced visual acuity, suggestions for font or image sizes should be provided.
  - As far as possible, the type and level of refractive error should be explained to parents and teachers. This information should be shared with a qualified teacher for the visually impaired.
- 50. Similarly, advice around spectacles adaption should be given and where possible ongoing support should be provided to help the child or young person get used to wearing spectacles. In the case of visual field defects, nystagmus, and other relevant conditions, advice for position in the classroom/positioning of work/compensatory head postures should be provided.
- 51. As previously noted, anyone who has had a change in visual status, a new problem identified, or any concern in accordance with clinical judgment should be referred for ophthalmological management in line with local arrangements (the child's GP and paediatrician, where appropriate, should be informed of the referral).
- 52. Efforts should be made to facilitate a good two-way flow of information between the service and local secondary care services to avoid duplication of effort and unnecessary stress to the child or young person.

# Professional standards and training for those providing SES sight testing and dispensing

- 53. Optometrists, orthoptists, and dispensing opticians must hold a current qualification and be accredited by the appropriate regulatory bodies.
- 54. All clinical staff should complete appropriate safeguarding training, including level 2 safeguarding training, be able to identify a safeguarding lead to contact where safeguarding concerns arise and be Disclosure and Barring Service (DBS) checked.
- 55. All clinical staff must be able to demonstrate competency in working with SEND children and young people attending SES through training/qualifications or equivalent experience.
- 56. In addition to the core professional requirements, optometrists, and the dispensing optician, will have completed (as a minimum) the following training:
  - 56.1. The Oliver McGowan Mandatory Training in learning disability and autism.
  - 56.2. The provider must ensure that all staff receive training in how to interact appropriately with people with a learning disability and autistic people, at a level appropriate to their role.
- 57. Staff must also receive appropriate supervision in their role to ensure they demonstrate and maintain competence in understanding the needs of SEND children and young people, including knowing how to support them in the best way.

# Onward referral from the SES sight testing service

- 58. Referrals should be conducted in line with agreed referral pathways as set out by the integrated care board (ICB).
- 59. If there is a change in visual status or visual ability, then onward referral should be made according to the examining clinician's judgement and up to date advice of their professional bodies or other relevant clinical guidance.
  - This is likely to be in the case of new or acute pathology identified or suspected because of the in-school visual assessment or cases of pathology or reduced vision not previously investigated by an ophthalmologist.
- 60. Where a child or young person is under the care of a paediatrician, the paediatrician and GP should be informed of the referral. Where visual deficits of a stable or preexisting nature are identified in the visual assessment and no further action is required,

these should be included in written reports supplied to parents, teachers and any eye and health professionals currently associated with the child/young person.

### Safeguarding

- 61. The contractor will have a named safeguarding lead who:
  - will work with the commissioner and local professional networks to ensure compliance with local safeguarding policies and good practice recommendations
  - will ensure staff undertake any necessary safeguarding training
  - has complete awareness of safeguarding, mental capacity and consent issues
- 62. All staff working under the SES contract must complete annual safeguarding training to the appropriate level.
- 63. The contractor must have a safeguarding policy in place that meets the commissioner's requirements for safeguarding children and young people.

### Performance and activity reporting

- 64. The contractor should adhere to the contract monitoring and quality improvement indicators as set out in appendix A.
- 65. The provider and commissioner will mutually agree no more than 5 contract monitoring and quality improvement indicators for the service annually.
- 66. Providers will be expected to submit quarterly data returns on the agreed 5 quality improvement indicators, using a locally agreed data collection tool.
- 67. There is also an expectation that contractors will contribute to the evaluation of the service to pupils, by participating in local or national evaluation activities. These will be kept to a minimum by commissioners and sufficient notice will be provided.
- 68. Commissioners will complete an SES sight testing section in the monthly primary care activity report (PCAR).
- 69. All data captured nationally and locally will support the evaluation of the service.

# Appendix A: Contract monitoring and quality improvement indicators

#### Domain: Access

- Number of annual eye checks
- Number of glasses dispensed
- Number of second pair of glasses issues
- Characteristics age, gender and ethnicity of patients seen
- Number of referrals to secondary care or other providers

#### Domain: Patient experience

- Numbers of completed eye checks versus abandoned checks
- Number of glasses supplied within voucher range
- Number of compliments and complaints
- Annual patient satisfaction survey that is, an annual survey for patients, school representatives and carers (to work collaboratively across all the sensory areas)

#### Domain: Non clinical standards compliance

- The contractor will identify a named individual or role in the service as a point of contact for the commissioned school setting
- Details of the contractor's workforce, including discipline of staff and whole time equivalent (WTE)
- Confirmation that the contractor's workforce statutory training is completed
- The contractor must have a policy that meets the commissioners' requirements and standard professional requirements for safeguarding SEND children and young people
- The contractor will have an information governance policy in place in accordance with the NHS information governance toolkit
- Confirmation of an annual commissioner/provider school visit

### Domain: quality and clinical effectiveness

- Percentage of patients where an eye care written report is in place
- Compliance with clinical standards for delivering care to vulnerable patients
- The contractor will work with the commissioners, local eye health networks and secondary care to ensure that any patients requiring onward referral or urgent escalation receive this in a timely manner

# Appendix B: Pre-appointment questionnaire (for parent/carer/guardian) – template

#### Sight testing and dispensing service in special educational settings

#### Pre-appointment questionnaire

Thank you for taking the time to fill out this questionnaire. It will provide valuable information to the eye care team.

Before you start, please read the information leaflet that should have been provided along with the questionnaire. This gives you more information about the sight testing and dispensing service, what the child/young person can expect to happen during the sight test and any follow up appointments, how glasses will be provided, and next steps following the sight test.

#### Completing the questionnaire

The questionnaire is set out in 3 sections:

- Part 1 Consent
- Part 2 What the eye care team needs to know
- Part 3 Other information that the eye care team would find useful

The most important information is set out in parts 1 and 2 of the questionnaire. Part 1 asks you to give consent for the child/young person to have a sight test and glasses fitted, and for sharing the written report. The eye care team needs to have parental consent before going ahead with the sight test. If you feel unable to give consent you can use the form to ask to speak to someone about the service. Part 2 asks for information that the eye care team needs to make the sight test and dispensing of glasses (if required) a positive experience and understand what is already known about the eye health and vision of the child/young person

Don't worry if you are unable to complete part 3. Simply fill out as much as you can. We appreciate that at times there can be a lot of paperwork to complete. Part 3 gathers further useful information that will help the eye care team to provide the best possible service.

#### Returning the questionnaire

When completed, please return this to the [school/college] at [SES to provide further details]

#### What happens next

The eye care team will confirm the date of the sight test. If the child/young person wears glasses it would be useful to see these at the sight test. It would also be helpful to see a copy of the prescription from their last sight test, at an optician or a hospital.

copy	copy of the prescription from their last sight test, at an optician or a hospital.				
Par	t 1 – Consent				
	I have read the information leaflet ab	out the sight testing and dispensing service.			
I hav	e parental responsibility for:				
Ful	I name				
Pre	eferred pronoun (e.g. he, she, they)				
Dat	Date of Birth				
Res	sidential address and postcode				
Plea	se tick the boxes below that you are o	content with. This could be more than one.			
	Yes, I give permission for them to re	ceive a sight test at the [school/college].			
	Yes, I give permission for them to ha	ive glasses fitted.			
	Yes, I give permission for the eye ca drops make it easier to see into the	re team to put drops in their eyes if necessary. The eye through the pupil.			
	I do not feel able to give consent not service.	v but would like to speak to someone about the			

After the sight test, the eye care team will send you and the [school/college] a written report. It will have results of the sight test and information about the child/young person's vision and eye health.

If the sight test has identified an issue that needs to be investigated by a medical practitioner, the report will state where the referral has sent and the reasons for it.

ome.

The	report will also suggest way	s to help support their vision in the classroom and at h
I give	e permission for the eye car	e team to also share the written report with their:
	GP	
	Paediatrician (if currently re	eceiving care)
	Hospital (if currently receiv	ring care)
	Qualified Teacher of Visua	Il Impairment (QTVI)
You	r details	
Naı	ne	
	ationship to child/young	
Pho	one number	
Em	ail address	
Atte	endance	☐ I would like to be invited to attend the appointments
		Removed line – feedback was that it is not manageable to try and match parents' availability to clinic schedules and if parents do want to attend but cannot make appointments then eye care teams generally get in touch to reschedule.
You	r signature	Today's date

16

# Part 2 – What the eye care team needs to know

Eye care history: Visits to the hospital

Has the child/young person ever been to the eye clinic in a hospital?	□ Yes	□ No	☐ Don't know
	(If No or Doi	_	o to the next section, Eye e optician)
If yes, what was the problem and how was it treated?			
Hospital care status	□ Ongoing	☐ Discha	rged
Name of the hospital			
Date of the last appointment			
Date of the next appointment			
Can the eye care team contact the	☐ Yes	□ No	
hospital to access the child/young person's eye history?	(Access to p		ords can help the eye care ervice)

Eve o	care	history	<b>/:</b> `	<b>Visits</b>	to	the	optician
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Eye care history: Visits to the optician	
Has the child/young person ever	☐ Yes ☐ No ☐ Don't know
had a sight test at an optician or at home?	(If No or Don't Know, go to the next section, Glasses)
If yes, name and address of the current optician/optometrist?	
Date of the last sight test	
Date of the next sight test	
Can the eye care team contact the	□ Yes □ No
optician to access the child/young person's eye history?	(Access to previous records can help the eye care team provide a better service)
Glasses	
Has the child/young person been prescribed glasses by an optician or from the eye clinic at a hospital?	☐ Yes ☐ No ☐ Don't know
	(If No or Don't Know, go to the next section, Other eye information)

☐ Yes

☐ Always

□ Rarely

□ No

□ Never

☐ Don't know

☐ Don't know

☐ Most of time ☐ Sometimes

18

their glasses?

glasses?

Have they been given a patch for

How often do they use their

If not always, please provide some further details about what they find challenging?	
Details of the child/young person's GF	
Name of GP (doctor or practice)	
GP practice address	
Eye information about the child/young	person
Please provide any other information blurred vision or changes to vision.	you wish to share with the eye care team such as

# Part 3 – Other information that the eye care team would find useful

#### **Health information**

Does the child/young person have any health problems or disabilities?	□ Yes	□ No	☐ Don't know
If yes, please provide further information:			
Do they take any medication?	☐ Yes	□ No	☐ Don't know
If yes, please provide further information:			
Do they have any allergies?	☐ Yes	□ No	☐ Don't know
If yes, please provide further information:			

Has anyone in your family had eye problems?	□ Yes	□ No	□ Don'	t know
If yes, please provide further details. For exar squint (strabismus), a patch over an eye, or h	-	_	sses as a	a child, had a
Who	Eye issue			
Part 4 – Additional Key Questions  These questions may not be applicable to y they might have problems with their vision eyes – known as CVI – cerebral visual impa	that are due			
Does the child/young person have difficulty walking down stairs	□ No	□ Sometin	nes	□ Often
2. Does the child/young person have difficulty seeing fast-moving objects?	□ No	□ Sometin	nes	□ Often

3. Does the child/young person have difficulty seeing something that is	□ No	☐ Sometimes	☐ Often
pointed out in the distance?	☐ Always	□ N/A	
4. Does the child/young person have difficulty locating an item of	□ No	☐ Sometimes	☐ Often
clothing in a pile of clothes?	☐ Always	□ N/A	
5. Does the child/young person find copying words or pictures time-	□ No	□ Sometimes	☐ Often
consuming and difficult?	☐ Always	□ N/A	
Communication needs			
Please provide information about the child	d/young perso	on's communication	on needs

Please indicate if your child uses any of the methods below to communicate and describe any other ways you might communicate with your child if appropriate?				
Makaton	☐ Yes	□ No	Other ways:	
An interpreter	☐ Yes	□ No		
Pictures	☐ Yes	□ No		
Gestures	□ Yes	□ No		

Thank you very much for completing the questionnaire. This will help the eye care team to provide the best eye care possible for your child.

NHS England would like to express their gratitude to SeeAbility and the Ulster University for their initial help in creating the pre and post assessment paperwork.

# Appendix C: Pre-appointment questionnaire – for patients – template

#### Sight testing and dispensing service in special educational settings

#### Pre-appointment questionnaire

Thank you for taking the time to fill out this questionnaire. It will provide valuable information to the eye care team.

Before you start, please read the information leaflet that should have been provided along with the questionnaire. This gives you more information about the sight testing and dispensing service, what you can expect to happen during the sight test and any follow up appointments, how glasses will be provided, and next steps following the sight test.

#### Completing the questionnaire

The questionnaire is set out in three sections:

- Part 1 Consent
- Part 2 What the eye care team needs to know
- Part 3 Other information that the eye care team would find useful

The most important information is set out in parts 1 and 2 of the questionnaire. Part 1 asks you to give consent to have a sight test and glasses fitted, and for sharing the written report. The eye care team needs to have parental consent before going ahead with the sight test. Part 2 asks for information that the eye care team needs to make the sight test and dispensing of glasses (if required) a positive experience and understand what is already known about your eye health and vision.

Don't worry if you are unable to complete part 3. Simply fill out as much as you can. We appreciate that at times there can be a lot of paperwork to complete. Part 3 gathers further useful information that will help the eye care team to provide the best possible service.

#### Returning the questionnaire

When completed, please return this to the [school/college] at [SES to provide further details]

#### What happens next

The eye care team will confirm the date of the sight test. If you wear glasses it would be useful to see these at the sight test. It would also be helpful to see a copy of the prescription from your last sight test, at an optician or a hospital.

Par	t 1 – Consent		
	I have read the information leaflet al	pout the sight testing and dispensing service.	
Му	name		
Му	date of birth		
Plea	ase tick the boxes below that you are	content with. This could be more than one.	
	Yes, I consent to receive a sight tes		
	Yes, I consent to having glasses fitte	ed.	
	Yes, I consent for the eye care team	to put drops in my eyes if necessary.	
It wi	Il have results of the sight test and inf	send you and the [school/college] a written report. ormation about your vision and eye health.	
	J. Control of the con	t needs to be investigated by a medical e referral has sent and the reasons for it.	
The	report will also suggest ways to help	support your vision in the classroom and at home.	
I giv	e permission for the eye care team to	also share the written report with my:	
	GP		
	Paediatrician (if currently receiving of	care)	
	Hospital (if currently receiving care)		
	Qualified Teacher of Visual Impairm	ent (QTVI)	
You	Your signature Today's date		

# Part 2 – What the eye care team needs to know

Eye care history: Visits to the hospital

Have you ever been to the eye clinic in a hospital?	☐ Yes ☐ No ☐ Don't know
	(If No or Don't Know, go to the next section, Eye care history: Visits to the optician)
If yes, what was the problem and how was it treated?	
Hospital care status	☐ Ongoing ☐ Discharged
Name of the hospital	
Date of the last appointment	
Date of the next appointment	
Can the eye care team contact the	☐ Yes ☐ No
hospital to access your eye history?	(Access to previous records can help the eye care team provide a better service)

Eye care histo	rv: Visits	to the	optician
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Have you ever had a sight test at an optician or at home?		□ No t Know, go	☐ Don't know to the next section,
If yes, name and address of the current optician/optometrist?			
Date of the last sight test			
Date of the next sight test			
Can the eye care team contact the optician to access your eye history?	☐ Yes (Access to proteam provide		rds can help the eye care rvice)

#### **Glasses**

Have you been prescribed glasses by an optician or from the eye clinic at a hospital?	☐ Yes (If No or Dor eye informat	_	☐ Don't know to the next section, Other
Have you been given a patch for your glasses?	□ Yes	□ No	□ Don't know
How often do you wear your glasses?	□ Always	☐ Most of	time ☐ Sometimes ☐ Don't know

If not always, please provide some further details about what you find challenging?	
Details of your GP	
Name of GP (doctor or practice)	
GP practice address	
Information about your eyes	
Please provide any other information blurred vision or changes to vision.	you wish to share with the eye care team such as

# Part 3 – Other information that the eye care team would find useful

#### **Health information**

Do you have any health problems or disabilities?	□ Yes	□ No	□ Don't know
If yes, please provide further information:			
Do you take any medication?	□ Yes	□ No	☐ Don't know
If yes, please provide further information:			
Do you have any allergies?	□ Yes	□ No	☐ Don't know
If yes, please provide further information:			

Has anyone in your family had eye problems?	□ Yes	□ No	□ Don't know
If yes, please provide further details. For exar squint (strabismus), a patch over an eye, or h	•	_	sses as a child, had a
Who	Eye issue		
Part 4 – Additional Key Questions  These questions may not be applicable to y might have problems with your vision that i known as CVI – cerebral visual impairment.	is due to you		
Do you have difficulty walking down stairs	□ No	□ Sometin	nes 🗆 Often
Do you have difficulty seeing fast- moving objects?	□ No	☐ Sometin	nes 🗆 Often

3. Do you have difficulty seeing something that is pointed out in the distance?	something that is pointed out in	□ No	☐ Sometimes	☐ Often
	□ Always	□ N/A		
4.	Do you have difficulty locating an item of clothing in a pile of	□ No	☐ Sometimes	☐ Often
	clothes?	☐ Always	□ N/A	
5.	Do you find copying words or pictures time-consuming and	□ No	☐ Sometimes	☐ Often
	difficult?	☐ Always	□ N/A	
Comm	unication needs			
Pleas	e provide information about your cor	nmunication	needs	

Please indicate if you use any of the methods below to communicate and describe any other ways you might communicate with you if appropriate?					
Makaton	☐ Yes	□ No	Other ways:		
An interpreter	☐ Yes	□ No			
Pictures	☐ Yes	□ No			
Gestures	□ Yes	□ No			

Thank you very much for completing the questionnaire. This will help the eye care team to provide the best eye care possible for you.

NHS England would like to express its gratitude to SeeAbility and the Ulster University for their initial help in creating the pre and post-assessment paperwork.

# Appendix D: Eye health outcome report – template

Sight testing and dispensing service in special educational settings

Eye health outcome report				
Full name				
Date of Birth				
Special educational setting				
Date of sight test				
Recommended date of next test				
To raise awareness of any visual need visual needs identified are also include Sight test outcomes				hat any
New glasses are needed		☐ Yes	□ No	Part 2
Present glasses are still suitable		☐ Yes	□ No	Part 2
An issue with the child/young per- identified	son's vision was	☐ Yes	□ No	Part 3
A referral has been made to a med	lical practitioner	☐ Yes	□ No	Part 4
Adjustments and modifications ar	e recommended	□Yes	П No	Part 5

Summary	
Part 1 – Prescription	

	Right				Left					
	Sph	Cyl	Axis	Prism	Base	Sph	Cyl	Axis	Prism	Base
Distance										
Near										

# Part 2 - Glasses

Children/young people attending a special education setting are eligible for an optical voucher towards the cost of glasses. The voucher may not cover the full cost, in which case a contribution from parents/carers/guardians is required. The optical voucher can also be taken to a high street optician providing NHS services. You can only use each voucher once.

Voucher codes	
Voucher value	
Supplements	

Second pair	☐ Yes ☐ No
What will happen next	
When and how should th	e glasses be used
Part 3 – Results of the	vision tests
Vision	
How well the person can see without glasses.	
Visual acuity	
How well the person can see with glasses (if applicable).	

	Issue identified	What this means for the child/young person
Binocular vision and eye movements  How well the eyes work together.	☐ Yes ☐ No ☐ Difficult to assess	
	Issue identified	What this means for the child/young person
Visual field  How well things can be seen to the side of the central vision.	☐ Yes ☐ No ☐ Difficult to assess	
Contrast sensitivity  How well objects are seen against similarly coloured backgrounds.	☐ Yes ☐ No ☐ Difficult to assess	
Cerebral Visual Impairment (CVI) / Visual processing difficulties  Caused by problems interpreting visual information in the brain.	☐ Yes ☐ No ☐ Difficult to assess	

# Part 4 – Results of the eye health check

Findings from checks of inside and outside of the eyes	
Referral made to	
Reason for referral	
What will happen next	

# Part 5 – Adjustments and modifications

Classroom
School environment
Home environment

# Part 6 – The eye care team

Name		Job role
Email		
Telephone		

This report has been sent to:			
	Parent/carer/guardian	Date Sent	
	Special educational setting	Date Sent	
	GP	Date Sent	
	Hospital	Date Sent	
	Pediatrician	Date Sent	

# Appendix E: Special educational settings – information sheet for schools – template

#### Sight testing and spectacle dispensing in special educational settings

#### Introduction

NHS England and the Department of Health and Social Care have committed to transforming eye care and vision for special educational needs and disabilities (SEND) children and young people in all special educational settings (SES) in England. Following a successful pilot programme involving 83 day and residential SES, a sight testing and spectacle dispensing service will be made available to SES through Integrated Care Boards (ICBs).

Eye care teams, which could consist of optometrists, dispensing opticians, and orthoptists, will deliver the service on the school or college premises. The optometrist will carry out free sight tests, at least annually, and a range of frames will be available to select from. An NHS optical voucher will also be available for further choice, if required, and these can be redeemed on the high street. Financial support towards the cost of glasses/lenses will be available for all SEND children and young people to help towards the cost of glasses if required. The eye care team will also be available to carry out repairs if and when glasses break.

## Why is a sight test important?

Some SEND children and young people may not know they have a sight problem or find it difficult to tell people about a change in their vision.

Uncorrected vision can lead to lack of participation in activities or difficulty walking because the environment looks blurred.

Therefore, it is recommended that all children and young people have their eyes checked every year, or more often if needed, to identify the condition of their sight.



Research has shown that children with a learning disability and/or autism are 28 times more likely to experience challenges with sight and eye health. Despite this greater need, most children and young people have to attend a hospital eye department for routine services and over 40% have no history of eye care provision.

No child or young person is too disabled to have their eyes checked as you do not have to be able to read or speak to have an eye check. An eye check is for eye health as well as checking if glasses are needed. The eye care team will also be able to check on how a child or young person is using their vision, whether the eyes work together as a pair, how well eye movements are controlled and whether they have brain based visual impairment.

### Who will be carrying out the sight tests?

The eye care team is made up of clinicians, usually an optometrist and dispensing optician but other clinicians may also be part of the team:

- Optometrists will examine the student's eyes to check they are healthy and see whether glasses would be beneficial.
- Dispensing Opticians will take the facial measurements and facial characteristics
  of the children/young people who need glasses to make sure they fit properly and
  are comfortable to wear.
- Orthoptists diagnose and treat defects in eye movement and problems with how the eyes work together.

#### What happens before the sight test?

The service requires consent from the student themselves or a person with parental responsibility. The eye care team will work with the SES to make sure that the student and their parents, carers or guardians have received a copy of an information leaflet telling them about the service and what to expect, and a pre-appointment questionnaire. This covers consent and relevant eye and health information and history.

## What happens during the sight test?

The eye care team will deliver the service on the SES premises and if required, the student will be accompanied by a chaperone from the school the whole time. Parents, carers or guardians are welcome to attend the appointment if they wish. The student will be helped to feel safe and comfortable during the sight test.



The eye care team will look at:

- how well the student sees and whether they need to wear glasses
- how the eyes focus
- how well the eyes work together and move
- the health of the eyes

There are a range of methods for carrying out the different checks. The eye care team will try the most suitable ones for the student's needs.

Depending on the outcome of the appointment, the eye care team may need to refer the student to other eye health professionals for further checks and may occasionally need to see them before their annual check. Parents/carers and the SES will be advised if either of these steps are necessary

### What happens after the sight test?

If the student needs glasses, the eye care team will issue an optical voucher and have available a range of frames for the student and their parents/carers/guardians to choose from. The eye care team will be able to advise on, and supply, specialist frames and the dispensing optician will take measurements and consider the facial characteristics of the student to make sure they fit properly and are comfortable to wear. The voucher can also be redeemed at a high street optician.

The eye care team will write a report in plain English providing details of the outcome of the sight test, including the prescription, whether glasses are needed, a description of any vision issues that that has been found, and referral details if applicable. The report will also outline any suggestions for adjustments and modifications to the classroom, school environment or at home that will support the student's vision. The report will be shared with the child/young person, parent/carers and the SES.

#### What does the SES need to do?

The SES will need to provide a suitable space on the premises for the service to be delivered from. For the service to be a success the SES needs to work collaboratively with the eye care team, to promote the service to students and their parents/carers and help by disseminating materials and questionnaires. It may be beneficial for the eye care team and parents/carers to have a named member of staff who can provide coordination and a point of contact.

#### **Contact Details**

Local commissioning team	Eye care team
[insert details]	[insert details]

# Appendix F: Special educational settings – Information sheet for patients/parents/carers/guardians – template

#### Sight testing and spectacle dispensing in special educational settings

#### Introduction

[Insert name of the SES] will be offering a new sight testing and spectacle dispensing service from [date]. All children and young people will be able to have a free sight test at least once a year.

An eye care team will be delivering the service on the [school or college] premises. The team will check children and young people's vision and examine their eyes to make sure there are no health issues. They will make a referral to other eye health professionals if needed.

The eye care team will offer optical vouchers for children and young people who need glasses. The vouchers provide financial help towards the cost of the glasses. The team will also be available to carry out repairs, if and when glasses break. If the student loses their glasses the eye care team can provide a replacement pair.

## Why is a sight test important?

It is recommended that all children and young people have their eyes checked every year, or more often if needed, to identify the condition of their sight. A sight test does two things, checking if glasses are needed and checking the eye health. The team will also be able to check on how a child or young person is using their vision, whether the eyes work together as a pair, how well eye movements are controlled and whether they have brain based visual impairment.

Some special educational needs and disabilities (SEND) children and young people may not know they have a sight problem or find it difficult to tell people that they have noticed a change in their vision.

It is important to correct people's vision. If things look blurred the person can struggle with daily activities, in the classroom or at home.



Research has shown that children with a learning disability and/or autism are 28 times more likely to experience challenges with sight and eye health.

Despite this greater need, most children and young people have to attend a hospital eye department for routine services and over 40% have

no history of eye care provision.

No child or young person is too disabled to have their eyes checked. People do not have to be able to read or speak to have an eye check.

#### Who will be carrying out the sight tests?

The eye care team is made up of clinicians, usually an optometrist and dispensing optician but other clinicians may also be part of the team:

- Optometrists will examine the student's eyes to check they are healthy and see whether glasses would be beneficial.
- Dispensing Opticians will take the facial measurements and facial characteristics
  of the children/young people who need glasses to make sure they fit properly and
  are comfortable to wear.
- Orthoptists diagnose and treat defects in eye movement and problems with how the eyes work together.

## What happens before the sight test?

The student or a person with parental responsibility must consent to the sight test.

Consenting means giving permission. This can be done in writing through the preappointment questionnaire which should have been given out with this information sheet.

Consent can also be given verbally over the phone.

The pre-appointment questionnaire has two functions. It gathers written consent. It also collects eye and health information about the student. The answers to the questions help the eye care team to deliver the best possible service.

### What happens during the sight test?

The eye care team will deliver the service on the [school or college] premises. You will be told in advance when the appointment is due to take place.

If required, the student will be accompanied by a chaperone from the school the whole time. Parents, carers, or guardians are welcome to attend the appointment if they wish.



The student will be helped to feel safe and comfortable during the sight test.

The eye care team will look at:

- how well the student sees and whether they need to wear glasses.
- how the eyes focus.
- how well the eyes work together and move.
- the health of the eyes.

The different checks can be done using a variety of equipment and techniques. The eye care team will try the most suitable ones for the student's needs.

## Using eye drops (cyclopentolate) in the eye check

During the appointment, the **Optometrist** may need to put drops in the student's eyes. The drops are used to check if glasses are needed. Most children or young people do not have any side effects afterwards. Some students may find that bright light is uncomfortable or that their vision is blurry. This is because the drops cause the pupils to get larger (dilate). For most, these side effects will wear off after a few hours, but it can take up to 24 hours.

The pre-appointment questionnaire asks for consent to use the drops. If you have any questions about the drops, you will be able to contact the eye care team prior to the appointment to discuss them.

## What happens after the sight test?

If the student needs glasses, the eye care team will issue an optical voucher and have available a range of frames for the student and their parents/carers/guardians to choose from. The eye care team will be able to advise on, and supply, specialist frames and the dispensing optician will take measurements and consider the facial characteristics of the student to make sure they fit properly and are comfortable to wear. The voucher can also be redeemed at a high street optician.

The eye care team may need to refer the student to other eye health professionals for further checks. The student, parent/carer and the [school or college] will be given information about the referral, where it has gone (e.g. hospital, GP) and what the concern is.

The eye care team will write a report in plain English providing details of the outcome of the sight test, including the prescription, whether glasses are needed, a description of any vision issues that that has been found, and referral details if applicable. The report will also say if the eye care team needs to see the student again before their annual check.

The report will outline any suggestions for adjustments and modifications to the classroom, school environment or at home that will support the student's vision. The report will be shared with the student, parent/carers and the SES.

# Can the student have their eyes checked if they already wear glasses or have an existing eye or sight problem?

It is not necessary for the student to have another sight test if they already go to a hospital or opticians for regular sight testing and if they are content to continue to do so. If this is the case, please let us know through the pre-appointment questionnaire mentioned above. If your child is already under a hospital eye department, you should continue to attend these appointments.

#### Contact details

[School or College] team	Eye care team
[insert details]	[insert details]

# Appendix G: Suggested equipment list – template

## Sight testing and dispensing service in special educational settings

## Suggested equipment list

The following equipment list has been developed in collaboration with optometrists and with special educational needs and disabilities:

## Sight testing

Test purpose	Suggested equipment
Measurement of Vision	
Resolution acuity test suitable for testing using preferential looking	Cardiff Acuity Cards; or Keeler Acuity Cards; or Peekaboo app
Recognition acuity test with picture targets	Kay Picture Test Cards (singles and crowded); or LEA Symbols Test (singles and crowded); or Kays iSight Test iPad app
Recognition acuity test with letter targets	Sonksen logMAR crowded test cards (singles and crowded); or Keeler logMAR crowded letter cards; or Thomson Vision Toolbox iPad app
Testing vision of people with complex and severe learning disabilities	Bradford Visual Function Box

Contrast sensitivity	Cardiff Acuity Test; or	
	LEA Symbols Low Contrast Test 10M; or	
	Another valid method of assessing low contrast acuity or contrast sensitivity	
Equipment for measurement of	Paediatric Trial Frame full eye; or	
refractive error	Paediatric Trial Frame half eye	
	Universal Adult Trial Frame	
	Cross Cyl set	
	Streak Retinoscope 3.6V set	
	Portable Focimeter	
	Full Aperture Trial Lens set	
Equipment for examining	Direct Ophthalmoscope, or	
internal eye health	Panoptic Ophthalmoscope (Welch Allyn 11820 with Lithium Ion handle); or	
	Another appropriate means of examining internal eye health, e.g. portable binocular indirect head-mounted ophthalmoscope	
	Volk 20D Lens	
Colour vision assessment	Colour Vision Testing Made Easy (CVTME); or Other appropriate means of assessing colour vision	

Test of accommodation function  (Not amplitude of accommodation.  RAF rule or 'push-up' methods of assessing accommodation not appropriate)	UC-Cube; or Visual Fixation System	
Binocular vision assessment	Romanes Occluder	
	Stick prisms, 10 Base prism	
	Stick prisms, 20 Base prism	
Stereoacuity test	Frisby Stereotest; or	
	Lang Stereotest; or	
	Another valid means of assessing stereoacuity in SEND children and young people	
Sundries	Spectacle Pinhole Occluder	
	Toys, torches, cleaner, occluders, pen torch, fixation sticks, cleaning cloths, alcohol wipes, micropore surgical tape	
Ocular therapeutic agents	Drops (Cyclopentolate, Fluorescein)	

# Dispensing

Tool Kit 102	Round screw set
Frame rule	Mirror
Norville Autoflow frame heater	

