



# PROCEDURES

## HEAD LICE

UPDATED: 16 December 2004

If you notice or it is reported that a student has nits (eggs)/lice in their hair:

1. Check that it is head lice/eggs at recess or lunchtime (not in front of the other students in the class) **Note:** *Eggs that are further than 1cm from the scalp are dead or already hatched and no longer a threat but we ask the parents to remove them by sending **Form 1.7***
2. The teacher is to keep a track of the process by using **Form 1.11** in which they record the dates of notification and check and record the number of times a student has been reinfested.
3. Once live head lice/eggs are confirmed: Send students home at the **end of the day** with the head lice letter (**Form 1.1**) and a *Head Lice Fact Sheet*. (*Copies are kept in the office compactors*)
4. Send **Form 1.2** home to all parents to advise them that head lice have been reported in the classroom
5. Students are to be treated at home.
6. The student/s are to be **immediately** sent to the office **upon arrival at school** the next day. If they come to the classroom then use **Form 1.3** and send them to the office. They are not to have contact with other students/unpack their bags or get organised for lessons. Parents should have signed the notice or we will send the child home.
7. If the note has been signed, one of the Senior Staff will check for head lice in the office and will give the child note **Form 1.4** if eggs are found or **Form 1.5** if no eggs are found.
8. If they have no live head lice and a treatment has been performed then student will be returned to class with **Form 1.1** stamped with the school stamp. Please keep these returned slips as a record.

Cleared to return to class stamp:

9. If a child returns without the school stamp on the note, please send them back to the office with **Form 1.3**
10. If they have live head lice the office will ring the parents and request that the child is picked up from school and retreated.
11. Repeat steps 5 – 8

12. After 10 days, the same Senior Staff member performs a second check and if the number of eggs has not reduced then send **Form 1.6**. Referral Head Lice Resource Contact Parent. If the number had reduced then send **Form 1.8**
13. After another 5 days, the same Senior Staff member performs a third check is performed and if number of eggs has not reduced then a meeting with the parents is made by the Senior Staff member, with a referral to the Head Lice Resource Contact Parent. The Senior Staff member send **Form 1.9** by post.
14. If live lice or eggs closer than 1cm to the head are found at any time in the process then **Form 1.1** is sent home and the process starts again.
15. If the student repeatedly contracts lice or treatment is repeatedly ineffective (eg 3 times a term, 5 times a semester) the teacher informs the Senior Staff member and they arrange a meeting with the parents and the community health nurse and **Form 1.10** is sent home by post.

**Note 1:** Eggs that are further than 1cm from the scalp are dead or already hatched and no longer a threat. After treatment we ask the parents to continue to remove all eggs over a 10-day period and to follow the Head Lice Fact Sheet instructions. The student can attend school during this time.

**Note 2:** At step 11 & step 5, the support of the Parent Resource Person is offered to the parent. This parent has volunteered to help show other parents how to treat their children and family effectively.

**Note 3:** Only in exceptional circumstances will parents be rung to pick a student up during the day. If you have a child with head lice that is affecting their learning and showing distress, please advise one of the members of the Senior Staff team who will then make the decision whether to send them home.

**Note 4:** On rare occasions the Principal may authorise giving a free bottle of lice treatment to those families that have a continual and on going problem and are unable to purchase the treatment. This will only happen in **exceptional circumstances** and will be decided by the Principal, no teacher is to give out medication as the approach across the school must be consistent. The Greenough Shire supplies the free treatments.