



HEADLICE POLICY

The following head lice policy has been formulated in consultation with the child School Council, staff and the school nurse. The aim of this policy is to ensure a consistent, coordinated and cooperative approach to managing head lice in our school community.

Exclusion of a student from school

Under the School Education Act of 1999, students found to have head lice may be excluded from school at the discretion of the principal or delegate until treatment has begun and all live head lice removed in accordance with the Department of Health treatment advice. For further information about head lice go to www.health.wa.gov.au/headlice.

Procedure for when staff suspect a child has head lice

1. If staff members suspect that a child has head lice, they are to fill in a yellow note and send the child to the office. Where possible, administration staff will perform the following steps, otherwise office staff or other staff may take on the role.
2. Admin staff check the child's hair for lice taking care to do this in a safe, confidential manner, away from the view of others. The presence of live unhatched eggs (nits) is a clear indication that the hair may be infested with lice. These may appear as brown or black.
3. If head lice are not evident, the child will be sent back to class with a clearance note.
4. If head lice are evident the following steps need to occur:
 - a. The child is to have the situation explained to him/her in a sensitive manner.
 - b. The admin member completes the *Head Lice Record* sheet in the file in the Medical Room. (See Appendix 1)
 - c. Admin ring/contact parents to inform them of the situation and ask them to treat the child's hair as soon as possible. Staff will **recommend** that the child be taken home and explain that according to legislation, the child can not be returned to the class until the hair has been treated and no live lice are visible.
 - d. If the parents are unable to pick up the child from school, the child is to remain isolated from other children, preferably in the Medical Room. Staff may, with parent permission, perform a conditioner treatment on the child's hair so that the child may return to class, but this is to be done sparingly and with discretion.
 - e. The child will take home a Letter and Fact sheet prepared by the front office. This sheet indicates that the child needs to be checked at the front office before they return to class the next morning.
 - f. The whole class will take home a Head Lice Notice prepared by the front office and where necessary *How to Check Hair Effectively* sheet.
 - g. Parents will bring the child through the front office after treatment so that the child can be cleared and sent back to class. Staff are to record in Lice Records File and fill out a clearance note for the child to return to the classroom.
 - h. Where a child returns to school and live head lice are still present, parents need to be contacted again and the process recommenced from (c).
4. In recurrent cases the school nurse may be able to make contact with parents and offer assistance.

Other strategies to prevent head lice

1. Children need to have long hair tied back especially if it is shoulder length or longer. This is as stated in the School Dress Requirements Policy.
2. Staff will promote head lice prevention awareness within Health programmes as well as at school assemblies and over the PA.
3. Admin will provide parents with information about effective methods to prevent or remove head lice. Eg pamphlets, newsletter items
4. Parents need to check their children's hair daily and treat it when necessary. Parents need to contact the class teacher if they find head lice in their child's hair.