



## **HEAD LICE POLICY & PROCEDURE**

### **HEAD LICE POLICY**

Drafted By:	Education Manager	Status:	Current
Responsibility:	Management Team/College of Teacher	Scheduled review Date:	Created 2017
Updated by:	First Aid Officer and Education Manager in consultation with College of Teachers	Ratified by Board	Review as needed

#### **1.0 INTRODUCTION**

Mumbulla School recognises that it has a duty to take reasonable steps to care for the health and wellbeing of students.

#### **2.0 PURPOSE**

This policy is intended to outline roles, responsibilities and expectations of the School to assist with treating and controlling head lice in a consistent and coordinated manner.

#### **3.0 POLICY**

##### **3.1 GENERAL**

Whilst parents have the primary responsibility for the detection and treatment of head lice on their own child/ren, Mumbulla School aims to work in a cooperative and collaborative manner to assist all families to manage head lice effectively.

##### **3.2 VISUAL HEADLICE CHECKS**

Head lice checks will occur via:

- a) Visual checks without physical contact:
  - i. Do not require parent/carers consent
  - ii. Are made by people who work closely with the child/ren, e.g. class teachers, assistants.
- b) Head lice inspections involving the examination of a student:
  - i. Require parental consent, usually obtained at enrolment.
  - ii. Are made by people authorised by the Education Manager, i.e. First Aid Administrator and trained volunteers.

##### **3.3 EXCLUSION OF STUDENTS**

Students identified with live head lice may either:

- a) Be sent to the Front Office with a note. Front Office Staff will call parents/carers to notify them and request them to pick-up their children as soon as possible, or;
- b) Have their parents/carers notified via email that their child has head lice. All children identified with head lice must be:
  - i. excluded from school until the day after treatment has commenced, as set out in the Health (Infectious Diseases) Regulations 2001, School Exclusion Table.

**Note 1:** Education Manager, in consultation with the Class Teacher, will be responsible for notifying the parents/carers of any child excluded from school.

**Note 2:** The presence of eggs in the hair is not a cause for exclusion. There is no requirement for a general practitioner or local council to issue a clearance certificate in order for the child to return to school.

#### **4.0 RESPONSIBILITIES**

##### **4.1 PARENT/CARER RESPONSIBILITY**

It is the expectation of parents/carers and families of Mumbulla School that:

- a) Your child does not attend school with untreated head lice;
- b) Parents/Carers regularly inspect all household members and treat them if necessary;
- c) Parents/Carers will notify the School if their child is found to have live lice and advise when appropriate treatment was commenced;
- d) Children with shoulder length hair will attend School with hair tied back;
- e) They will act responsibly and respectfully when dealing with members of the Mumbulla School community and broader community especially around issues of head lice.

##### **4.2 TEACHER/STAFF RESPONSIBILITY**

To support parents/carers and the broader community to achieve a consistent, collaborative approach to head lice management Mumbulla School will undertake to:

- a) Review the head lice policy periodically;
- b) Distribute up to date and accurate information on the detection, treatment and control of head lice to parents/carers and staff at the beginning of the year and as required;
- c) Include information about head lice management in orientation and transition programs for new families/staff attending Mumbulla School;
- d) Provide practical advice and maintain a sympathetic attitude and avoid stigmatising/blaming families who are experiencing difficulty with control measures;
- e) Accept that the responsibility to exclude a child from the School rests with the Education Manager and Class Teacher; and
- f) Only exclude children from School who have live insects;
- g) Accept the advice of parents that appropriate treatment has commenced;
- h) Encourage children to learn about head lice to help remove any stigma associated with the issue;
- i) Ensure that any person employed by Mumbulla School, or volunteering, to undertake the School's 'Nit Busting' program adheres to this policy;
- j) Develop a generic/blanket consent form which parents sign at commencement of the School year;
- k) Respect the wishes of parents/carers who elect not to participate in the School's Nit Busting program.
- l) To help reduce the stigma and maintain confidentiality when conducting head lice inspections an email (using BCC) will be sent to relevant parents/carers;
- m) Include teachers and teacher's aids in the head lice inspection;

##### **EDUCATION MANAGER RESPONSIBILITY**

- n) Alert parents/carers of an infestation, particularly the parents/carers of the other students in the same class as the affected child/children.
- o) Use discretion about informing the school community about an infestation.

**Note:** The Department of Human Services indicates at any one time there are likely to be cases of head lice in most schools, so it is not advocated that the whole school community be informed each time head lice are detected.

##### **4.3 VOLUNTEER RESPONSIBILITY**

- a) Be aware of the difficulties some parents/carers may encounter and seek extra support if required;
- b) Review and adhere to the head lice policy;
- c) Only inspect the heads of children whose parents/carers have given prior consent;
- d) To reduce the stigma of head lice, include teachers and teacher's aids in the head lice inspection;
- e) Act responsibly and respectfully when dealing with members of the Mumbulla School community and broader community around the issue of head lice;

## 5.0 **RELATED DOCUMENTS**

- NSW Health – NSW Government – Head Lice(<http://www.health.nsw.gov.au/environment/headlice/Pages/default.aspx>)
- NSW Health – NSW Government – Infectious Diseases (<http://www.health.nsw.gov.au/Infectious/factsheets/Pages/childhood.aspx>)
- Head Lice Consent Form **(Yet to be drafted – see the Nit Busting folder for examples in First Aid & Health)**

## 6.0 **AUTHORISATION**

On behalf of The Management Team

Name:

Signature:

Date:

## NIT BUSTING PROCEDURES

Drafted By:	Education Manager	Status:	Current
Responsibility:	Management Team	Scheduled review Date:	

### 1.0 INTRODUCTION

The Nit Busting program will commence in Term 3 of each year. This program is instigated by Mumbulla School administration staff and supported by volunteers from the School community.

### 2.0 PURPOSE

The purpose of this procedure is to outline clear instructions and guidelines for implementation to assist with controlling head lice in a consistent and coordinated manner. All parents will receive an email at the conclusion of the Nit Busting program even if their child does not have eggs or lice

### 3.0 PROCEDURES

#### 3.1 NIT BUSTING PROCEDURE

Volunteers for the Nit Busting program will:

- a) Be led by a staff member with a ***Working With Children Check***;
- b) Sign into the visitor's book in the Front Office upon arrival and before commencing the program;
- c) Wash hands before commencing the nit check and in between each check with hand sanitiser;
- d) Start the program at Kindergarten and work up to Class Six;
- e) Check teachers and teacher's aids to normalise nit checks;
- f) Untie children's hair before checking and do their best to put it back the way it was.
- g) Ensure that any child with hair that can be tied back, is tied back;
- h) Talk to children in a friendly way (e.g. Ask them about their day).
- i) WILL NOT reveal the results to the children.
- j) WILL NOT react in any way that may give the child cause to feel nervous or shamed.
- k) Record the results of their check, making sure the check list cannot be seen by the children using the following indicators:
  - i. '✓' for clear (to indicate they have been checked but are free of eggs or lice)
  - ii. 'a' for absent
  - iii. 'e' for eggs;
  - iv. 'l' for lice; &
  - v. 'e & l' for eggs & lice.
- l) Return lists to the Front Office.
- m) Keep the results of the nit check confidential

#### 3.2 ADMINISTRATION PROCEDURES FOR THE NIT BUSTING PROGRAM

- a) Positive nit busting results will be recorded on the student database.
- b) All families will receive an email (sent via BCC for confidentiality) with their child's nit busting results.
- c) Once the results have been recorded the hard copy of the results is shredded.

### 4.0 GUIDELINES

#### 4.1 NIT BUSTING GUIDLINES

- a) Start with 10 children from each class, returning 5 and gaining 5 etc
- b) Allow another volunteer to check your own child.
- c) Checking just the hot spots:
  - i. Forehead hairline;
  - ii. Hairline behind each ear;

- iii. Nape of neck hairline; and
  - iv. Crown of head.
- d) During class checks with older children, volunteers can suggest to the child that they actively check their own hair regularly by leaving a nit comb in the shower and running it through their hair with conditioner on a regular basis. This will minimise infestation as well as indicate whether they need their parent/carers to undergo a more systematic treatment.

**NOTE:** It is important to be as **thorough** as possible while Nit checking. Nit Busting is disruptive to the class and so it is important to make good use of the time that they are missing from class to ensure the success of the program.