



Northeastern Catholic District School Board

CONTROL OF HEAD LICE

Administrative Procedure Number: APE027

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is committed to maintaining healthy school environments for all students and staff. However, pediculosis (head lice) is not a health or education issue, every district school board has a responsibility to work in partnership with local health units to help educate families in the identification, prevention and control of head lice. To help minimize the risk of infestations and the spread of head lice, it is understood that standard precautions and procedures must be followed by NCDSB schools.

REFERENCES

Education Act

Porcupine and Timiskaming Health Units

NCDSB Policy

E-27 Control of Head Lice

DEFINITIONS

Head Lice

Head lice are tiny wingless insects (about the size of a sesame seed) that vary in colour but are often grey to light brown. Lice lay eggs that are called nits.

Nits

Nits stick to the hair shaft, within a ¼ inch from the scalp, and take about one week to hatch into adult lice.

Pediculosis

Pediculosis is an infestation with head lice, usually involving less than ten live lice. Pediculosis is considered a nuisance and not a health hazard.

PROCEDURES

1.0 DISSEMINATION OF INFORMATION

- 1.1 At the start of every school year, the Principal should provide to all staff:
 - i) Information related to head lice detection.
 - ii) Protocol of school procedures for dealing with a student suspected of having head lice.

- 1.2 Early in the school year, preferably before the end of September, the Principal should send a letter to all parents/guardians which includes:
 - i) Information about head lice; and
 - ii) Parent/guardian's responsibility in managing head lice and the need to cooperate with the school
- 1.3 Consideration should be given to sending reminders to parents/guardians regularly regarding head lice control (via newsletters or other communication strategies) or discussions at regularly scheduled family nights or meetings.

2.0 RESPONSIBILITIES

Parents, school staff, students and local health units all have a part to play in controlling the ongoing problem of head lice. The following sections state general responsibilities and roles of all members of the community as it relates to pediculosis/head lice.

2.1 Parents/Guardians

- i) Examine the children's heads weekly for signs of infestation.
- ii) Notify the school of suspected cases.
- iii) Carry out full treatment for elimination of lice.
- iv) Inform the school that treatment has been completed successfully.

2.2 Teacher

- i) Review the policy and procedure for the Control of Head Lice at least once each year.
- ii) Be aware of the symptoms that indicate the presence of head lice.
- iii) Inform the principal if a case of head lice is suspected or confirmed.
- iv) Actively discourage head-to-head contact among students, especially when an outbreak of pediculosis has been confirmed in a class.

2.3 Principal

- i) Review the policy and procedures for the Control of Head Lice at the annual start-up meeting.
- ii) Create and revise as necessary, a response action plan for pediculosis controls. Identify staff/volunteers to complete head checks and liaise with public health units for information and communication strategies.
- iii) Communicate with parents/guardians regularly throughout the school year.
- iv) Inform the parent/guardian when a pupil is suspected of having head lice and recommend that treatment occurs as soon as possible.
- v) Pursuant to the *Education Act S 265*, until confirmation is received that treatment is complete and nits/lice have been eliminated, students are excluded from school.
- vi) Follow-up with the parent/guardian to ensure that treatment has occurred.
- vii) Inform all affected parents/guardians of a suspected or confirmed outbreak of head lice in a particular class.

viii) Direct families to local health units for information and support, as necessary.

2.4 Health Unit

- i) Assist in providing education material and consultation to staff, students, and parents upon request.
- ii) Provide educational presentations to students, staff, and parents upon request.
- iii) Provide training in head lice control to school personnel, volunteers and parents upon request.

3.0 RE-ENTRY PROCESS

- 3.1 A student will be permitted to re-enter school once there is a confirmation from the parent/guardian that treatment has been completed and that all visible nits have been removed.
- 3.2 The completion of a “*Parent Response Form*” must accompany the child upon their return to school.

4.0 RELATED FORMS AND DOCUMENTS

LETTER: Sample Letter to Families – Confirmed Case

DOCUMENT: Head Lice Information Sheet

FORM: Parent Response Form

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