



Policy: Head Lice/Pediculosis

		Policy Number:	200.20
Adopted:	April 24, 2001	Former Policy Number:	n/a
Revised:	December 14, 2004; June 24, 2014	Policy Category:	Students
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board recognizes that most outbreaks of pediculosis (head lice) occur in school children, particularly those of elementary school age. Pediculosis is not a health or education issue, but is a community concern. While control of pediculosis is ultimately a family responsibility, the Brant Haldimand Norfolk Catholic District School Board has a role in encouraging families to take responsibility for pediculosis control and in partnership with the Health Unit, in educating families in prevention and control. The Board also has a role in preventing the spread of pediculosis by following precautions at school, which help to minimize the spread in the schools.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board recognizes that head lice is not a disease or a health issue, but is defined as a social nuisance which needs to be managed in the best interest of students through the partnership of parent(s)/guardian(s), students and the school community. The treatment and eradication of head lice is ultimately the parent(s)/guardian(s)' responsibility.

Students with head lice or nits will be excluded from school for the purpose of receiving a head lice treatment.

Glossary of Terms:

Head Lice (Pediculosis)

Head lice are tiny bugs that live only on the scalp of human beings. They are the size of a pinhead. They do not have wings so they cannot fly or jump, and they are not found on cats, dogs, or any other household pet. The bites from head lice cause itching and scratching. Scratching may cause sores which can get infected.

Nits

Lice lay eggs on the hair. These eggs are also called nits. Live eggs are dark. They can also be the colour of the hair they are on. Nits are half the size of a pinhead. They stick to the hair and do not fall off if you touch them. After the eggs have hatched, the shells are white. These empty shells stay on the hair, as the hair grows.

References

Brant County Health Unit – www.bchu.org
Canadian Pediatric Society – www.cps.ca
Haldimand Norfolk Health Unit – hnhu.org



Head Lice/Pediculosis AP 200.20

Procedure for:	Principals/Vice-Principals	Adopted:	April 24, 2001
Submitted by:	Bill Chopp, Superintendent of Education	Revised:	June 24, 2014
Category:	Students		

Purpose

The administrative procedures will provide a consistent school response which is necessary to control this social nuisance.

Responsibilities

Principals/Vice-Principals:

Principals/Vice-Principals will ensure that the outbreak of pediculosis is monitored at the school level.

Parents/Guardians:

Parents/guardians will ensure that once pediculosis is discovered, that the proper treatment program is followed.

Procedures

1.0 Action Plan

By September of every school year, elementary school principals must have an action plan in place to respond to cases of head lice/pediculosis.

Note: Communication should occur throughout the school year through regular newsletters, etc., to remind parents to check their child's hair before the child returns to school in September.

Each plan must include the following:

- An annual regular procedure for informing parents about head lice/pediculosis using information from the local Health Unit (newsletters, student agenda, etc.)
- A process for pediculosis screening and informing parents about the exclusion process.
- A clear re-admission procedure requiring that the student is "nit-free".

Secondary school students will be excluded from school if head lice or nits are present.

2.0 Reports of Head Lice/Pediculosis

Following the discovery or report of pediculosis, the Principal shall take the following steps:

1. A general letter (Appendix "A" and Appendix "C") shall be sent home with each person affected and to any other groups deemed necessary by the Principal. As well, all staff who have worked with the person having pediculosis, or that has been in the immediate vicinity of the person with pediculosis, shall be notified.
2. A "Confirmation of Treatment" form (Appendix "B") shall be sent to the parents/guardians of each student having pediculosis advising them of the policy on control of head lice and nits and the requirements to complete the form. This form is to be returned to the Principal prior to the student returning to class.
3. Students and staff who are found to have head lice or nits shall be excluded from school by the Principal until treatment has been completed and they are deemed to be free of all head lice and/or nits. The parent/guardian will bring the child to school and remain while the student is examined by a trained person prior to re-admission.



4. Staff who have contracted head lice from the workplace have the right to apply for benefits under the Workplace Safety and Insurance Act by reporting the incident to their Principal/Supervisor, who will complete the accident and injury report.
5. It is the responsibility of the Principal to ensure that a check is completed of the hair of children in a class where head lice/nits have been discovered and the hair of the siblings of the child identified with head lice that attend the same school. Principals may use volunteers from the school or community. These volunteers shall receive instruction in the identification of head lice to assist with this process. Appendix "C" may be used as a reference for instructing on the proper method for checking for the existence of head lice.

3.0 Confidentiality

The dignity and well being of students shall be given the highest priority. Every attempt will be made to respect the student's privacy and self-esteem. All volunteers from the school or community who assist in this process must maintain confidentiality.

4.0 Parents

Parents are encouraged to learn how to identify head lice and nits and make the checking of hair a part of regular hygiene. If pediculosis is identified, the parent is responsible for ensuring treatment is administered and a Confirmation of Treatment form is completed and returned to the Principal.

Definitions

Head Lice (Pediculosis)

Head lice are tiny bugs that live only on the scalp of human beings. They are the size of a pinhead. They do not have wings so they cannot fly or jump, and they are not found on cats, dogs, or any other household pet. The bites from head lice cause itching and scratching. Scratching may cause sores which can get infected.

Nits

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References

Brant County Health Unit – <http://www.bchu.org>

Canadian Pediatric Society – www.cps.ca

Haldimand Norfolk Health Unit – hnhu.org



(School Letterhead)

(Date)

Dear Parents:

It has been reported that children in this school have nits (head lice). Please do not be alarmed by this notice. It is by no means a statement regarding the cleanliness of any child, their family or their household.

Please examine the head of your child(ren) for nits every night for the next three to four weeks. If nits are found, all other family members should be checked. Follow the directions below to get rid of the head lice.

What to Look For:

Nits are very tiny eggs, half the size of a pinhead and oval in shape. They may look like dandruff but they are firmly glued to the hair and cannot be flicked off. New eggs, which are close to the scalp, are tan coloured and are difficult to see. Nits that are farther away from the scalp appear white. Nits are most often found above and behind the ears, at the nape of the neck and at the crown of the head.

How to Get Rid of Head Lice:

Treating head lice requires two treatments one week apart. Get a head lice shampoo, cream rinse or lotion from your drugstore. Read the directions carefully and follow them exactly. **Remove all of the nits.** Head lice products kill many of the nits, but not all of them. **Apply a second treatment in one week.** Continue to check the head and remove any remaining nits.

To Remove Nits:

Work in a brightly lit area – bright sunlight is best. After treatment, comb and part the hair in small sections. Use your thumbnail against your first finger to strip the nits from the hair starting from the roots right down to the tips. Place the nits in a bag and throw them out. You can also comb out the nits holding a fine-tooth comb on a downward angle. Special combs are available at the drugstore.

Please notify the school if head lice or nits are found.

I hope that by working together, we can avoid or eliminate this nuisance from our school.

(Signature of Principal)



(School Letterhead)

CONFIRMATION OF TREATMENT FORM

(Date)

Your child, _____, has been found to have head lice and/or nits in his/her hair. Consequently he/she will be excluded from attendance at school until treatment is completed and all head lice and/or nits have been removed.

Once treatment has been completed and you have removed all the nits and egg cases, your child may return to school. Please complete this form and return it with your child, and continue to carry out your daily checks.

Thank you for your diligence in this matter. I hope that by working together, we can eliminate head lice and nits from our school.

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|---|--|-----|----|
| 1 | I have read the information provided. | YES | NO |
| 2 | A prescribed pediculosis treatment has been used.
Name of product: _____ | YES | NO |
| 3 | Nit (egg) removal has been done. | YES | NO |
| 4 | A daily nit check will be done for 10 days. | YES | NO |
| 5 | A repeat of the treatment after 7 days has been done or is planned. | YES | NO |
| 6 | Environmental treatment has been done.
(You should wash bed linens, recently worn clothing, combs and brushes of the infested person) | YES | NO |

If you need assistance with the treatment instructions, please call the Brant County Health Unit or Haldimand Norfolk Health Unit and ask the Intake Nurse for information.

By signing this form, you confirm that your child has been successfully treated and is ready to re-enter school.

Signature of Parent/Guardian

Date



How to Check for Head Lice:

- ✓ Examine the head under natural bright light. Head lice may be hard to detect because they move quickly and are very small.
- ✓ It is helpful to examine the head from different angles or light. This is easily achieved by moving around the adult/child while examining. Newly laid eggs are almost transparent.
- ✓ Part the hair and closely examine the scalp, especially the nape of the neck and behind the ears.
- ✓ To find the eggs, look for small white or yellowish-brown specks that are about the size of a poppy seed. You may see lice quickly moving away from the sunlight.
- ✓ To tell the difference between eggs and dandruff, try to dislodge them from the hair shaft. If they are not easily removed, they are probably eggs.