



PROCEDURE:	Pr ST:09
EFFECTIVE:	Oct 9, 2007
AMENDED:	
RELATED POLICIES:	ST: 09
REPEALS:	
REVIEW DATE:	

## 1.0 Objective

- 1.1 To establish procedure for the detection and control of pediculosis (head lice).

## 2.0 Procedure

- 2.1 Each September, all elementary schools, and secondary schools where necessary, shall send information home to the school community. Parents/guardians shall be encouraged to learn how to identify head lice and nits and make the checking of hair a part of regular hygiene. Educational sessions for educators, parents/guardians or students may be arranged with the school community Public Health nurse.
- 2.2 Following the discovery or report of pediculosis, the Principal shall take the following steps:
  - a. A general letter (Appendix “A”) shall be sent home with each person affected and to any other groups deemed necessary by the Principal. As well, any staff that has worked with the person having pediculosis, or that has been in the immediate vicinity of the person with pediculosis, shall be notified.
  - b. 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.
  - c. 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.
  - d. 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.
  - e. 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**

- 3.1 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 ensure confidentiality.

### **4.0 Appendices**

Appendix "A" Letter notifying of existence of head lice  
Appendix "B" Confirmation of Treatment Form  
Appendix "C" How To Check For Head Lice

(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 or children for nits every night for the next three or 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're firmly glued to the hair and can't be flicked off. New eggs, which are close to the scalp, are tan coloured and 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 a 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 together we can avoid or eliminate this nuisance from our school.

(Signature of Principal)

# APPENDIX "B"

(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 together we can eliminate head lice and nits from our school.

- |   |  |     |    |
|---|--|-----|----|
| 1 | I have read the information provided.  | YES | NO |
| 2 | A prescribed pediculosis treatment has been used.<br>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.<br>(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 Health Unit (258-2146 or 1-800-265-5822, extension 257) and ask the Intake Nurse for information.

I feel my child has been successfully treated and at this time of re-entry to school meets the criteria for the "Control of Head Lice and Nits" policy.

\_\_\_\_\_  
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.