



# TOORAK PRIMARY SCHOOL

## Head Lice Policy

### RATIONALE

Head Lice outbreaks are recognised as a community problem and seem to be a common occurrence in schools.

Head lice continue to cause concern and frustration for some parents/carers, teachers and children. This policy is intended to outline roles, responsibilities and expectations of the school community to assist with treating and controlling head lice in a consistent and coordinated manner.

Whilst parents/carers have the primary responsibility for the detection and treatment of head lice our school community will work in a cooperative and collaborative manner to assist all families to manage head lice effectively.

### PURPOSE

- To minimise the incidence of head lice in our school community.
- To respond to reports of head lice quickly and effectively.
- To maintain a healthy, pleasant environment for staff, students and visitors.
- To educate the school community about prevention and treatment.

### GUIDELINES

- Information relating to the prevention and eradication of head lice will be provided, to the school community, at the start of each school year and if needed during the school year.
- A signed permission form from parents/carers, to have their child's head checked as necessary, will be obtained when the child enrolls at Toorak Primary School (only children whose parents/carers have returned the permission form will be checked).
- An authorized person, as nominated by the principal, will check children, who have provided prior consent, and staff members for head lice as required.
- The pro forma letter of notification titled 'Head Lice Check Report Sheet' (see attached) will be given or sent to all students involved in a head lice inspection to reduce stigma and maintain confidentiality for those found to have head lice.
- Consistent with *Health Regulations (Infectious Diseases) 2001*, children and staff with live lice will be unable to return to school until appropriate treatment has commenced.
- When an incidence of lice has been detected in a particular grade, parents/carers with children in that grade will be informed and will be provided with information regarding safe treatment practices and prevention.
- Information for parents/care will also include regular (weekly) follow up inspection of their child/children's hair/other household member's hair followed by treatment if head lice are detected.
- Information regarding head lice will be openly discussed in the classroom and with parents/carers to minimise the stigma and encourage constant monitoring.
- Parents/carers are expected to notify the school if they know their child has head lice.

### RESOURCES & ATTACHMENTS

- Consent Form to Conduct Head Lice Inspection
- Head Lice Check Report Sheet
- Pamphlet from the Department of Health – 'Treating and Controlling Head Lice'
- Confirmation letter to parents

### Evaluation

This policy will be reviewed as part of the school's four year review cycle and is due to be reviewed in 2023. This policy was last ratified by School Council in September 2019.



# CONSENT FORM TO CONDUCT HEAD LICE INSPECTIONS

Permission to cover the duration of the student's schooling at:

## Toorak Primary School

Throughout your child's schooling, the school will be arranging head lice inspections of students.

The management of head lice infection works best when all children are involved in our screening program.

The school is aware that this can be a sensitive issue and is committed to maintaining student confidentiality and avoiding stigmatisation.

The inspections of students will be conducted by a person approved by the principal.

Before any inspections are conducted the person conducting the inspections will explain to all students what is being done and why and it will be emphasised to students that the presence of head lice in their hair does not mean that their hair is less clean or well kept than anyone else's. It will also be pointed out that head lice can be itchy and annoying and if you know you have got them, you can do something about it.

The person conducting the inspections will check through each student's hair to see if any lice or eggs are present.

Persons authorised by the school principal may also visually check your child's hair for the presence of head lice, when it is suspected that head lice may be present. They do not physically touch the child's head during a visual check.

In cases where head lice are found, the person inspecting the student will inform the student's teacher and the principal. The school will make appropriate contact with the parents/guardians/carers.

Please note that health regulations requires that where a child has head lice, that child should not return to school until appropriate treatment has commenced. The school may request the completion of an 'action taken form', which requires parents/guardians/carers to nominate if and when the treatment has started.

Parent's/guardian's/carer's full name: .....

Parent's/guardian's/carer's full name: .....

Address: ..... Post code: .....

Name of child attending the school: .....

I hereby give my consent for the above named child to participate in the school's head lice inspection program for the duration of their schooling at this school.

**Signature of parent/guardian/carer:** ..... **Date** .....

**Signature of parent/guardian/carer:** ..... **Date** .....

*Please inform the school if guardianship/custody changes for your child, as this form will need to be re-signed to reflect these changes. Please also inform the school in writing if you no longer wish to provide consent for the school to undertake head lice inspections for your child*



# HEAD LICE CHECK REPORT SHEET

Your child was checked today by a nominate person at school for the presence of head lice. The results of the check are:

- No lice or eggs detected.
- Dead eggs were found.
- Live eggs were found. Live lice were found.

Therefore the following action is required:-

- No action required.
- Child's hair must be treated with a method that will kill or remove live lice before the child is returned to school.

Julie Manallack Principal

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## HEAD LICE TREATMENT REPLY SLIP

If your child has been detected with live lice, this reply slip must be returned to school at the same time that your child returns.

- I have treated my child's head in a manner that has killed or removed the live lice.

Child's Name. ....

Parent Signature: .....Date .....

Child's Class. ....



# Toorak Primary School

Canterbury Road Toorak Victoria, 3142

Tel: (03) 98272959

Email: [toorak.ps@edumail.vic.gov.au](mailto:toorak.ps@edumail.vic.gov.au)

ABN: 42983436032

Insert date

Dear Parents,

There has been a confirmed cases of head lice in Grade .

All parent's, please conduct a thorough check of your child's hair tonight and continue to monitor hair on a regular basis. And please ensure that long hair is tied up.

For further information on head lice, including treatment please refer to [www.health.vic.gov.au/headlice](http://www.health.vic.gov.au/headlice).

Regards

*Toorak Primary School*



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Regards

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