

## Pediculosis Management Procedure

### RATIONALE:

Hamilton-Wentworth District School Board is committed to ensuring the provision of plans, programs, and/or services that will enable students to attend and participate in school.

All health support services must be administered in a manner that respects, to the degree possible in the circumstances, the student's right to privacy, dignity, and cultural sensitivity.

Hamilton-Wentworth District School Board shares the responsibility for providing such plans, programs, and/or services with families and community agencies/partners.

Head lice are tiny bugs that live only on the scalp of human beings and 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 pets. The bites from head lice can cause itching and scratching. Scratching may cause sores which can get infected. Anyone can get head lice. School children get lice more than adults. When children play, their heads often touch. Lice crawl from head to head. Head lice are spread by direct head to head contact only. (*Facts of Lice, 2003*, Hamilton Public Health and Community Services Department)

**Based on the current medical research, it is essential that head lice be treated with two applications of an approved pediculocide seven days apart. As long as the treatment has been administered properly, the presence of nits does not necessarily indicate an active infestation.**

Additional information can be obtained from:

City of Hamilton Public Health Services  
Phone: 905-546-CITY (905-546-2489)  
Email: [publichealth@hamilton.ca](mailto:publichealth@hamilton.ca)

### TERMINOLOGY:

*Pediculosis*: Is an infestation of the hairy parts of the body or clothing with the eggs, larvae or adults of lice.

*Pediculocide*: An agent used to kill lice

### PROCEDURES:

#### 1.0 Responsibility

1.1 The Principal shall:

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- Ensure that all staff and parents/guardians are aware of the characteristics of pediculosis and the school procedures in this regard;
- Ensure that the parents/guardians of students with an infestation are notified of the infestation and the recommended treatment; and
- Ensure that all parents/guardians of students directly concerned in the school where an infestation has been confirmed are notified.

### 1.2 The teacher shall:

- Be aware of the symptoms which might indicate an infestation among students;
- Identify and report infestations to the principal;
- Actively promote preventative practices to avoid further infestation.

### 1.3 The parent(s)/guardian(s) shall:

- Be aware of the symptoms which might indicate an infestation;
- Identify infestation of head lice and inform the school;
- Ensure that proper and full treatment is taken;
- Complete the *Verification of Treatment* form and return it upon the student(s)' return to school.

## 2.0 Process

- 2.1 Parents/guardians of students identified with head lice will be notified by the school of that fact by letter (*Letter of Notification of Suspected head Lice*), and will be required to seek treatment for the child. The parents/guardians will be provided with a treatment information sheet (*Facts of Lice*).
- 2.2 Parents/guardians are required to complete the first application of an approved treatment prior to the student returning to school.
- 2.3 Parents/guardians are required to complete the *Verification of Treatment* form and return it to the school when the student returns following the first application of an approved treatment.
- 2.4 The process for returning and tracking the completed *Verification of Treatment* form is determined and documented in each school's pediculosis procedures.

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- 2.5 If the Principal has concerns that an individual case of head lice infestation is an indication of a larger concern, the Principal may consult with the school's designated social worker.
- 2.6 All parents/guardians of students in a class in which a student or students are found to have head lice will be sent a letter informing them of that fact (*Letter of Attention*). |
- 2.7 According to the school's pediculosis procedures, the Principal will designate resource person(s), who are available and trained to perform head lice checks in the school.
- 2.8 A school may designate a specific day or days for screening all students for head lice, using trained resource persons.

### 3.0 Communication

- 3.1 In September, the school will communicate with parents the school's pediculosis procedure through the first newsletter of the school year and/or through the student handbook, or other means that the school deems appropriate. This information will include:
  - 3.1.1 The current version of the Hamilton Public Health document, *Facts of Lice* and a copy of the *Bug Busters Bookmark* (available at [www.hamilton.ca](http://www.hamilton.ca));
  - 3.1.2 A reminder to parents/guardians to take responsibility to check their child's hair frequently and on an ongoing basis;
  - 3.1.3 A request that parents/guardians co-operate by administering an approved treatments recommended by a pharmacist or medical practitioner when needed;
  - 3.1.4 A reminder to parents/guardians to inform the school if their child has head lice; and
  - 3.1.5 A review of the need for trained individuals to assist in screening students for head lice. (Training is available through Public Health Services.)
- 3.2 Information for parents/guardians translated into additional languages is available from Hamilton Public Health at [www.hamilton.ca](http://www.hamilton.ca).

## SCHOOL LETTERHEAD

### Letter of Notification of Suspected Head Lice

Date:

Dear Parent/Guardian:

Head lice (pediculosis) have been found in your child's hair. Head lice do not cause a health problem but do need to be treated. **An approved treatment (such as Nix, R&C Shampoo, or Resultz) must be used before your child returns to school.** Consult with Bug Busters, your pharmacist or other medical practitioner about the best product to use. Your child's right to privacy, dignity, and cultural sensitivity will be respected to the degree possible in the circumstances.

To assist you, please find attached the following Public Health Services information:

- ✓ *Facts of Lice* Information Sheet
- ✓ *Bug Buster Bookmark*
- ✓ *What to Do When Nothing Works* Information Sheet

information can be obtained from:

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Email: [publichealth@hamilton.ca](mailto:publichealth@hamilton.ca)

**The completed *Verification of Treatment* form (below) must be returned to the school on the day that your child returns to school.**

Sincerely,

School Administrator

#### Verification of Treatment

I have read the information provided. Yes  No

I have used an approved lice treatment. Yes  No

Name of product used: \_\_\_\_\_

I have checked all family members, including adults, and treated if necessary. Yes  No

I will be doing a daily head check for the next 10 days. Yes  No

I have planned a repeat treatment after 7-10 days, to kill any newly hatched lice. Yes  No

I will be advising close contacts (ex. sports teams, playmates, sleepover friends) that my child has head lice. Yes  No

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**SCHOOL LETTERHEAD**

**Letter of Attention**

Date:

Dear Parent/Guardian:

A case of head lice (pediculosis) has been found in your child's class.

**Please check your child's hair for lice and eggs.**

School children get head lice more often than adults. When children play, their heads often touch, allowing lice to crawl from head to head. Head lice are spread by this direct head to head contact only.

If you do find that your child has head lice, please inform the school.

Additional information can be obtained from:

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Sincerely,

School Administrator