

<b>HEAD LICE PROCEDURES</b>			
<i>Document #</i>	<i>HSPProcedure-029</i>	<i>Prepared by:</i>	<i>Health and Safety Officer</i>
<i>Issued:</i>	<i>April 2014</i>	<i>Reviewed by:</i>	<i>JHSC</i>
<i>Revision #:</i>	<i>0</i>	<i>Board Approval:</i>	<i>Director's Council</i>

## 1.0 Purpose

The Hamilton-Wentworth Catholic District School Board (HWCDsB) is committed to ensuring that all reasonable efforts are made to protect the health and well-being of employees and those they serve by creating employee awareness of head lice and preventing and/or minimizing the spread of head lice in the workplace. Employees will be provided with the necessary education, resources, and support, to protect themselves and those they serve against the contraction of head lice. It is the responsibility of all employees that they avail themselves of any other preventative measures as required for their specific positions by applicable legislation.

## 2.0 Scope

This procedure applies to all work sites, buildings and schools, owned or leased by the HWCDsB.

## 3.0 Definitions

**Head lice**- wingless insects that live only on the scalp of human beings. 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. 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 treatment seven days apart.**

## 4.0 Applicable Legislation

Occupational Health and Safety Act and Regulations  
Education Act

## 5.0 Responsibilities

The Principal shall:

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

The Teacher or Educational Assistant shall:

- Be aware of the symptoms which might indicate a student has head lice;
- Identify and report any suspected cases of head lice to the principal; and
- Actively promote preventative practices to avoid further spread of head lice.

## 6.0 Procedures

- 6.1.1** Parents/guardians of students identified with head lice will be notified by the school and will be required to seek treatment for the child.
- 6.1.2** Parents/guardians are required to complete the first application of an approved treatment prior to the student returning to school.
- 6.1.3** Parents/guardians are required to complete the *Verification of Treatment* form (Appendix A) and return it to the school when the student returns following the first application of an approved treatment.
- 6.1.4** The process for returning and tracking the completed *Verification of Treatment* form is determined and documented in each school's head lice procedures.
- 6.1.5** If the Principal has concerns that an individual case of head lice is an indication of a larger concern, the Principal may consult with the school's designated social worker.
- 6.1.6** 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 using the *Letter of Attention* (Appendix B).
- 6.1.7** A school may designate a specific day or days for screening all students for head lice, using trained resource persons.

**6.1.8** In September, the school will communicate with parents the school’s head lice procedure through the first newsletter of the school year and/or through the student agenda, or other means that the school deems appropriate. This information will include:

- 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));
- A reminder to parents/guardians to take responsibility to check their child’s hair frequently and on an ongoing basis;
- A request that parents/guardians co-operate by administering an approved treatments recommended by a pharmacist or medical practitioner when needed;
- A reminder to parents/guardians to inform the school if their child has head lice; and
- Posting of this procedure on school websites.

## 7.0 Appendices

Appendix A “Verification of Treatment”

Appendix B “Letter of Attention”

## 8.0 Revision History

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Date	Revision #	Reason for Revision
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## SCHOOL LETTERHEAD

### Letter of Notification of Suspected Head lice

Date:

Dear Parent/Guardian:

Head lice have been found in your child's hair. Head lice does not cause a health problem but does 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:  
City of Hamilton Public Health Services  
Phone: 905-546-CITY (905-546-2489)  
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 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:

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

Sincerely,

School Administrator