



<b>BOARD ADMINISTRATIVE PROCEDURE</b>	
<i>ADMINISTRATIVE PROCEDURE</i>	<i>ADMINISTRATIVE PROCEDURE NUMBER</i>
<b>Pediculosis in Schools</b>	<b>316 (NEW)</b> <b>812 (OLD)</b>
<i>Directional Policy</i> <b>300 Student Achievement and Well-Being</b>	

**TITLE OF ADMINISTRATIVE PROCEDURE:**

Pediculosis in Schools

**DATE APPROVED:**

March 21, 2017

**PROJECTED REVIEW DATE:**

March, 2022

**DIRECTIONAL POLICY ALIGNMENT:** 300 Student Achievement and Well-Being.

**ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:**

The Pediculosis in Schools Administrative Procedures support our Vision for Achieving Excellence in Catholic Education through Learning, Leadership and Service. This Vision calls the Board to these Strategic Priorities:

- Ensure our structures, processes, relationships, and actions reflect our Gospel and Catholic Social Teachings.
- Implement the most effective, evidenced-based instructional and assessment practices to help all students meet the Catholic School Graduate Expectations.
- Embed technology to support digital literacy, creativity, innovation, collaboration, and the learning needs of all students.
- Develop the intellectual, spiritual, mental, physical, and emotional well-being of students in safe, diverse, respectful, and faith-filled learning environments.
- Implement fair and transparent processes in recruitment, leadership, talent development, and succession planning to ensure our employees have the necessary knowledge, skills, and attributes to support our Vision.



## Strategic Priorities 2017-2020

### Vision

Achieving Excellence in Catholic Education  
LEARN • LEAD • SERVE

### Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

### LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

### LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

### SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

## ACTION REQUIRED:

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to a partnership with parents, students, staff, and the school community in understanding and managing pediculosis (head lice), with dignity and compassion for all.

According to the [Canadian Paediatric Society \(CPS\), \(2016\)](#),

- pediculosis infestations are not a primary health hazard or a vector for disease, but they are a societal problem with substantial costs;
- definitive diagnosis of head lice infestation requires the detection of a living louse;
- research indicates that head lice is frequently misdiagnosed and overdiagnosed, particularly when relying on nit detection only; without microscopy, the ability to distinguish viable from nonviable nits is difficult;
- when a live louse is detected in a student's head, a full course of treatment and avoiding close head-to-head activities are recommended.

According to the National Pediculosis Society, research indicates that non-removal of nits is one of the primary causes of treatment failure. With nit removal absent from treatment, students with hatching nits are readmitted to the group setting, as the pesticide treatments are not always 100% effective; some strains of head lice have developed resistance to the chemicals. Further, the repeated use of pesticides on the scalp is not ideal, so there should not be a reliance on toxic chemicals exclusively as a treatment option.

The treatment and eradication of pediculosis is ultimately the parents/guardians' responsibility; however, the school will provide information to guide them in their options.

According to the CPS, families of students in the same classroom as a student who has pediculosis must be alerted, and information on diagnosis and management should be shared with those parents as well. The dignity and privacy of all parties must be maintained at all times. Messaging that pediculosis is a common nuisance, not a disease risk or a sign of a lack of cleanliness, is important.

Ultimately, education for staff, students and parents around pediculosis detection and management is the key factor in reducing outbreaks in schools.

## RESPONSIBILITIES

### **The Board of Trustees is responsible for:**

- reviewing this Administrative Procedure to ensure its alignment with the Student Achievement and Well-being Directional Policy;

### **The Director of Education is responsible for:**

- overseeing implementation of the Pediculosis in Schools Administrative Procedures;

### **The lead Superintendent is responsible for:**

- supporting implementation of these Administrative Procedures;
- in collaboration with the local health unit, the preparation of educational materials, which will be distributed by schools at least annually at the beginning of each school year to parents/guardians and students, as well as immediately following any outbreak at a school, and which will reside on the school websites;

### **Principals are responsible for:**

- creating a school action plan to respond to cases of head lice, which ensures that the dignity and well-being of students is prioritized, and which outlines school and classroom practices which control the spread of pediculosis, to include:
  - an annual regular procedure for informing parents about pediculosis, using information from Board administrative procedures and local health units (see Appendix A - *Pediculosis Fact Sheet*) for insertion on the school website, as well as in newsletters, the student agenda, etc.;
  - informing parents of potential screening for pediculosis;
  - a process for educating staff on pediculosis to avoid misdiagnoses;
  - a clear re-admission procedure, requiring that treatment has been administered and nits have been removed;
  - parent assurance that reporting head lice is encouraged and confidentiality will be maintained;

- communication throughout the year reminding parents to check their children's hair regularly for head lice and nits.
- if desired, having trained teams of parent volunteers to assist in monitoring and checking students for head lice. These parent volunteers must ensure confidentiality. An outside professional may also be used for regular screening, at the school's expense;
- when a student is identified as having pediculosis or nits, attempting to contact the parent/guardian and requesting that the student be treated as soon as possible. The parent/guardian should pick up the student immediately and begin treatment. If this is not feasible, close contact with others must be avoided and the student is sent home as usual at the end of the day;
- providing a letter to the affected student's family, outlining the expectation that the student may return to class only when treatment has been administered (Appendix B), and a signed *Verification of Treatment for Pediculosis* (Appendix C) has been submitted to the school;
- giving written instructions for treatment, which are included in the *Pediculosis Fact Sheet* and in the *Verification of Treatment for Pediculosis* form, to the family of each identified student;
- requiring that students leaving with lice or nits not return to school until they are nit-free;
- ensuring that the student who returns to school after having lice/nits is indeed lice/nit-free;
- sending the *Letter of Attention* (Appendix D) home to all parents of students in the class where there is a live case. If multiple cases are found during a short time-frame (i.e. two-three week period), the principal will determine the number of times the letter is sent home;
- having the discretion to send the *Pediculosis Fact Sheet* and *Letter of Attention* home to all parents in classes where there are siblings of the student infected;
- referring students to a social worker in cases of chronic pediculosis infestations.

**Teachers and Support Staff are responsible for:**

- reporting immediately to the school principal if they suspect head lice/nits;
- distributing communication to homes, as per the principal's direction.

**Parents are responsible for:**

- checking their children regularly for lice and/or nits, but specifically when the school has notified parents that their children may have come into contact with pediculosis;
- ensuring that their children arrive at school nit-free;
- reviewing with their children strategies to avoid pediculosis, such as no sharing of hats, combs or brushes, and no head-to-head contact;
- reporting suspected cases of pediculosis to the principal;

- arranging for their children to be picked up from school as soon as possible, and commencing treatment, should they be contacted by the school to indicated that lice/nits have been found in their children's hair;
- treating their children in accordance with the *Verification of Treatment for Pediculosis* parameters;
- keeping their children at home until they are nit-free;
- completing the *Verification of Treatment for Pediculosis* form provided by the school (Appendix C ), indicating the treatment which has occurred, and returning this form to the school when the children are ready to return.

**PROGRESS INDICATORS:**

The National Pediculosis Association states that the outcomes of effective pediculosis procedures are that they:

- Prevent continuing infestations caused by the surviving and hatching of nits.
- Maximize the opportunity to eliminate repeated chemical treatments aimed at killing head lice that hatch from remaining viable nits.
- Protect students from potential ridicule and rejection due to chronic lice infestation.
- Enhance uninterrupted class time for the majority of the students and prevent lost days at work that can be costly for parents.

**DEFINITIONS:****PEDICULOSIS/HEAD LICE**

Pediculosis/head lice are tiny bugs that live only on the scalp of human beings. 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 can cause itching and scratching. Scratching may cause sores, which may get infected.

**NITS**

Nits are the eggs that head lice lay. Live eggs can range in colour from off-white to dark brown, and can also be the colour of the hair they are on. Nits are typically half the size of a pinhead but they can be smaller or larger. They stick to the hair and do not fall off if touched. After the eggs are hatched, the shells are white. These empty shells stay on the hair as the hair grows.

**REFERENCES:**

[Head Lice Infestations: A Clinical Update](#). Canadian Paediatric Society, 2016.

[The National Pediculosis Association website](#)

[Sick studentren's Hospital \(www.aboutkidshealth.ca/justforkids\)](http://www.aboutkidshealth.ca/justforkids)

**RESOURCES:**

- See attached Appendices for sample communication

**APPENDIX A - Pediculosis Fact Sheet**

This appendix will be the current fact sheets provided by the HKPR Public Health unit and the Durham Public Health unit.

**APPENDIX B - Letter of Notification of Suspected Head Lice**

(SCHOOL LETTERHEAD)

Date

Dear Parent/Guardian:

Head lice or nits (pediculosis) have been found in your child's hair. Head lice are no reflection on the state of cleanliness; they are a recurring problem which can affect anyone in direct contact. Students are more prone to getting pediculosis because they are more likely to be in head-to-head contact.

Head lice are not a medical concern, but they are a significant nuisance for families, and need to be treated to control the spread to others. An approved treatment must be used before your child may return to school; please see the enclosed *Verification of Treatment for Pediculosis* form, which outlines the parameters required for appropriate treatment. Confidentiality for your child will be respected. If the problem continues to occur, a Board social worker who works with your child's school may be contacted for assistance. Please call the school if you have any questions.

You are requested to:

- (1) read the enclosed *Pediculosis Fact Sheet*;
- (2) consult with a pharmacist or other appropriate professional about the best product to use to kill the lice;
- (3) remove all lice and nits (wet-combing with a very fine-toothed comb is effective);
- (3) complete and sign the attached *Verification of Treatment for Pediculosis* form;
- (4) return with your child to school when treatment has been successfully completed.

Your child must report to the office with the completed and signed *Verification of Treatment for Pediculosis* form before returning to class.

We thank you very much for your prompt attention in this matter and for your cooperation.

Sincerely,  
Principal

**APPENDIX C - Verification of Treatment for Pediculosis**

(SCHOOL LETTERHEAD)

**Verification of Treatment for Pediculosis**

An approved treatment must be used before your child may return to school, as follows:

**STEP ONE**

I have read the information provided.

Yes  No

I have used an approved head lice treatment.

Yes  No

Type of treatment used: \_\_\_\_\_  
\_\_\_\_\_

I have removed all lice and/or nits (eggs).

Yes  No

I have checked all family members, including adults, and treated if necessary.

Yes  No

At successful completion of Step 1, your child may return to school. Continue with Step Two.

**STEP TWO**

I will be doing a daily head check for the next 10 days.

Yes  No

I have planned a repeat treatment after 7 days to kill any newly hatched lice.

Yes  No

I will be advising close contacts that my child has pediculosis.

Yes  No

Parent/Guardian Signature: .....

Date: .....

**APPENDIX D - Letter of Attention to Classes of Identified Students**

(SCHOOL LETTERHEAD)

Date

Dear Parent/Guardian:

Your child **may have** come into contact with head lice (pediculosis). Please check your child's head for live lice and/or their nits (eggs). Head lice are no reflection on the state of cleanliness; they are a recurring problem which can affect anyone in direct contact. Students are more prone to getting pediculosis because they are more likely to be in head-to-head contact. Head lice are not a medical concern, but they are a significant nuisance for families, and need to be treated to control the spread to others.

If you find head lice or nits, please inform the principal immediately. You must administer a treatment to kill them before your child returns to school. Wet-combing with a fine-tooth comb is a technique that assists with the removal of nits and is to be employed in conjunction with a treatment to kill the lice. A student's readmission to school is contingent upon the Parent/Guardian submitting a completed and signed *Verification of Treatment for Pediculosis* form, communicating to the Principal that treatment for pediculosis (head lice) has been administered, and was successful. Please see the school website for detection and treatment details.

Those parents/guardians of the students found to have head lice will be contacted and advised to follow the treatment outlined in the *Verification of Treatment for Pediculosis* form. Students may return to school once treatment has been completed successfully.

If you have any questions that have not been answered in the information found in the website, please call me at the school.

Sincerely,  
Principal