



**York Catholic District School Board**

**PROCEDURE:**

**PEDICULOSIS (HEAD LICE)**

**Addendum to Policy 210: Pediculosis (Head Lice)**

Effective: March 2016

## **PURPOSE**

The York Catholic District School Board acknowledges that policies and accompanying procedures are necessary for effective management and governance. The following procedures are developed to assist staff, parents and students with the identification, treatment and prevention of pediculosis (head lice).

### **1. LEGISLATIVE AUTHORITY**

- 1.1 The Principal's responsibility and authority to exclude a child from school is derived from section 236(m) of the Education Act which reads as follows:
  - (m) subject to an appeal to the Board, to refuse to admit to the school or classroom, a person whose presence in the school or classroom would, in his judgment, be detrimental to the physical or mental well-being of the pupils.

### **2. ELEMENTARY SCHOOLS**

- 2.1 The Principal shall communicate to the every parent in the school information about pediculosis (head lice) at the beginning of each school year (refer to Appendix A) and advise parents/guardians of the link on the school's website. A hard copy of the information posted on the school's website will be provided by the Principal if requested by the Parent/Guardian.
- 2.2 The Principal shall review the Pediculosis (Head Lice) policy with staff and the Catholic School Council at the beginning of each school year (refer to Appendix A) and advise staff and Catholic School Council of the link on the school's website.
- 2.3 When a student is suspected/identified as having pediculosis (head lice):
  - 2.3.1 The Principal or delegate shall attempt to contact the Parent/Guardian and request that the student be treated as soon as possible. If feasible, the Parent/Guardian should pick up the child and commence treatment. If this is not feasible, then the child shall be removed from the classroom to an environment that is sensitive to the privacy, dignity and feelings of the child and where head to head contact is avoided.
  - 2.3.2 The Principal shall provide the Parent/Guardian with the "Identification and Treatment Letter" (Appendix B) and the "Pediculosis Treatment Form" (Appendix C).
  - 2.3.3 The Parent/Guardian shall be advised that the student will only be readmitted to class after the Parent/Guardian has confirmed that treatment has been administered and a signed "Pediculosis Treatment Form" (Appendix C) has been submitted.
  - 2.3.4 The Principal shall communicate to every family in the school the information contained in Appendix D, "A Message to Families about Head Lice".

- 2.4 If the Parent/Guardian refuses to administer treatment, the Principal may, under the Education Act, suspend the student for conduct injurious to the physical or mental well-being of others in the school.

### **3. SECONDARY SCHOOLS AND ADULT STUDENTS**

- 3.1 It is assumed and expected that secondary school students accept responsibility for their own personal management. The incidence of pediculosis (head lice) is not as prevalent in the secondary school population as it is in the elementary school population.
- 3.2 Students under the age of eighteen (18) years, suspected of having pediculosis (head lice) shall only be readmitted to class upon confirmation from the parent to the Principal that treatment has been administered (Appendix C).
- 3.3 Adult students (those who are eighteen (18) years of age or older) suspected of having pediculosis (head lice) shall only be readmitted to class upon confirmation from themselves to the Principal that treatment has been administered (Appendix C). The Parent/Guardian requirements in this policy and procedure do not apply to students in this age category.
- 3.3 If the Parent/Guardian or Adult Student refuses to administer treatment, the Principal may, under the Education Act, suspend the student for conduct injurious to the physical or mental well-being of others in the school.

## SAMPLE SCHOOL NEWSLETTER INSERT

The York Catholic District School Board recognizes concerns related to pediculosis (head lice) at the school and community level. Pediculosis (head lice) are not a public hazard, as they do not cause illness, but they are a nuisance. To prevent pediculosis (head lice) from becoming a problem at our school we all need to work together. Please check your child's head on a regular basis for lice or nits. If you do find lice or nits, you must contact the office so that we can notify other parents in your child's class to keep a special watch for any signs of head lice.

A student's readmission to school is contingent upon the Parent/Guardian submitting a completed and signed "Pediculosis Treatment Form" communicating to the Principal that treatment for pediculosis (head lice) has been administered.

More information on the identification, treatment and prevention of pediculosis (head lice) from the Canadian Pediatric Society [https://www.caringforkids.cps.ca/handouts/head\\_lice](https://www.caringforkids.cps.ca/handouts/head_lice) and Toronto Public Health ([toronto.ca/health](http://toronto.ca/health)) is available on the school's website. A hard copy of the information posted on the school's website will be provided by the Principal if requested by the Parent/Guardian.

## SAMPLE IDENTIFICATION AND TREATMENT LETTER

### (School Letterhead)

Date

Dear Parent/Guardian;

Your child appears to have pediculosis (head lice). School children are prone to getting pediculosis (head lice) because they are frequently in head to head contact.

Pediculosis (head lice) are **not** a public health hazard as they do **not** cause illness, but they **are** a nuisance.

As per Policy 210, *Pediculosis (Head Lice)*, the following outlines the responsibilities of Parents/Guardians:

- To check their child's head for signs of pediculosis (head lice) on a regular basis but, specifically when the school has notified Parents/Guardians of a case of pediculosis (head lice) or if their child may have come into contact with pediculosis (head lice).
- To report any suspected cases of pediculosis (head lice) to the Principal.
- To treat their child with pediculosis (head lice) in accordance with the parameters and procedures of this policy.
- To submit the signed "Pediculosis Treatment Form", upon their child's return to school, to confirm that the treatment of pediculosis has been administered and to identify the type of treatment administered.
- To review with their child pediculosis (head lice) avoidance measures such as **no** head-to-head contact with other children, and **no** sharing of combs, hairbrushes, caps, hats or hair ornaments.

Readmission to school is contingent upon treatment being administered and communicated to the Principal with the submission of a completed and signed "Pediculosis Treatment Form" (attached). Wet-combing with a fine-tooth comb is a technique that assists with the removal of nits and is recommended to be employed in conjunction with a treatment to kill the lice.

A hard copy of the information posted on the school's website will be provided by the Principal if requested by the Parent/Guardian.

Thank you for your prompt attention to this matter.

Sincerely,

(Principal Signature)

Principal



**York Catholic District School Board**  
**Pediculosis (Head Lice) Treatment Form**

To help reduce the spread of pediculosis (head lice) you are required to apply treatment as soon as possible. Wet-combing with a fine-tooth comb is a technique that assists with the removal of nits and is recommended to be employed in conjunction with a treatment to kill the lice. For more information on the identification, treatment and prevention of pediculosis (head lice) please refer to the school's website. A hard copy of the information posted on the school's website will be provided by the Principal if requested by the Parent/Guardian.

As per Policy 210 *Pediculosis (Head Lice)* a student's readmission to school is contingent upon the Parent/Guardian (if the student is under the age of eighteen (18) years of age) or the Student (if eighteen (18) years of age or older) submitting a completed and signed "Pediculosis Treatment Form" communicating to the Principal that treatment for pediculosis (head lice) has been administered.

If you have any questions, please contact the school.

Sincerely,

Principal Name  
 School Name

I have applied a recommended treatment for pediculosis (head lice) as per Policy 210 *Pediculosis* and have employed the technique of wet-combing to assist with the removal of nits.

Name of Student: \_\_\_\_\_

Grade: \_\_\_\_\_

Name of Treatment Applied: \_\_\_\_\_

Date of Treatment Application: \_\_\_\_\_

Signature of Parent/Guardian (if student is under the age of eighteen (18) years of age):

\_\_\_\_\_

Signature of Student (if student is eighteen (18) years of age or over):

\_\_\_\_\_

**Freedom of Information**

Personal information contained on this form is collected pursuant to the *Education Act* and the *Municipal Freedom of Information and Protection of Privacy Act*. Questions about the collection and the use of this personal information should be directed to the Freedom of Information Coordinator, York Catholic District School Board, 320 Bloomington Rd. W., Aurora, Ontario, L4G 3G8 or (905) 713-2711.

A MESSAGE TO FAMILIES ABOUT PEDICULOSIS  
(HEAD LICE) SAMPLE LETTER

(School Letterhead)

Date

Dear Parent/Guardian;

Your child may have come in contact with pediculosis (head lice). Please check your child's head for live lice and/or their nits (eggs). If you find head lice, you must administer a treatment to kill the lice 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 recommended 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 "Pediculosis Treatment Form" communicating to the Principal that treatment for pediculosis (head lice) has been administered.

As per Policy 210, *Pediculosis (Head Lice)*, the following outlines the responsibilities of Parents/Guardians:

- To check their child's head for signs of pediculosis (head lice) on a regular basis but, specifically when the school has notified Parents/Guardians of a case of pediculosis (head lice) or if their child may have come into contact with pediculosis (head lice).
- To report any suspected cases of pediculosis (head lice) to the Principal.
- To treat their child with pediculosis (head lice) in accordance with the parameters and procedures of this policy.
- To submit the signed "Pediculosis Treatment Form", upon their child's return to school, to confirm that the treatment of pediculosis has been administered and to identify the type of treatment administered.
- To review with their child pediculosis (head lice) avoidance measures such as **no** head-to-head contact with other children, and **no** sharing of combs, hairbrushes, caps, hats or hair ornaments.

More information on the identification, treatment and prevention of pediculosis (head lice) is available on the school's website. A hard copy of the information posted on the school's website will be provided by the Principal if requested by the Parent/Guardian.

Thank you for your prompt attention to this matter.

Sincerely,

(Principal Signature)

Principal