

**Document No. 00054 Published XX/XX/XXXX**

**Head Lice policy**

HEAD LICE POLICY

Policy Identifier: 00054

Published: March 2020

Policy is current until: March 2023

1. What is this policy about?
	1. This policy and related procedures outline the management process for when an outbreak of head lice occurs at an ACT public school.
2. Policy Statement
	1. To provide a policy for schools to follow, assisting them to inform communities of head lice outbreaks. Ensure treatment is commenced with a child/ren before they are in close contact with others in the school community.
3. Who does this policy apply to?
	1. This policy applies to all ACT public schools, principals, Directorate staff, students, parents and carers, volunteers, visitors, local and wider community members etc.
4. Context
	1. If a child is suspected to be infested with head lice the following procedures must be adhered to:
* the child must be restricted from activities involving close head to head contact with other children, to minimise the outbreak
* the teacher is to advise the principal and the principal should notify all staff
* contact the parent (s) and arrange collection from the school
* the school needs to communicate to parents of the students in the class notifying them of the possible infestation. The [ACT Health Fact Sheet*: Head Lice*](https://health.act.gov.au/sites/default/files/2018-10/Head%20Lice.pdf) must be attached
* if the infected student remains untreated then the above steps are to be repeated.
1. Responsibilities
	1. **Education Support Office:** The Health, Safety and Wellbeing (HSW) section within the Directorate ensures that up to date head lice information is developed and distributed to ACT public schools.
	2. **Principal:** Principals are to inform the school community of outbreaks. They are to manage the process when an outbreak occurs using this policy and the infestation procedure.

Teachers will be alerted to possible outbreaks in their classrooms and follow the infestation procedure.

* 1. **Parent (s)/Carers:** Parent (s)/carers have a responsibility to assist in the prevention and management of head lice outbreaks. This can be done through regular checks of the child’s hair. If head lice are detected, immediate treatment should commence.If an outbreak has occurred the parent (s)/carers must pick up affected child/children from the school and commence immediate treatment.
	2. **Policy Owner:** The Executive Branch Manager, People and Performance is responsible for this policy.
1. Monitoring and review
	1. The Policy Owner monitors the policy. This includes an annual scan of operation and review. A full review of the policy will be conducted within a three-year period.
2. Contact
	1. For support contact People and Performance Branch on 02 6207 0614 or email eduhealthandwellbeing@act.gov.au
3. Complaints
	1. Any concerns about the application of this policy or the policy itself, should be raised with:
* the school principal in the first instance;
* the Family, Students Complaints and Feedback team on (02) 6205 5429.
* online at <https://www.accesscanberra.act.gov.au/app/forms/etd_liaison_feedback> ;
* See also the Complaints Policy on the Directorate’s website: <https://www.education.act.gov.au>
1. References
	1. **Definitions**
* **Parent (s)** are those with parental responsibility including guardians or other person having the care or custody of a child or children.
* **Head lice** are small parasitic insects that live mainly on the scalp and neck of a human host.
	1. **Related Policies and Information**
* [ACT Health Head Lice Fact sheet](https://health.act.gov.au/sites/default/files/2018-10/Head%20Lice.pdf)