

ADMINISTRATIVE AND OPERATIONAL PROCEDURES

DATE:	March 24, 2009*	PR.537 SCH: Pediculosis (Head Lice)
*Replaces version dated July 18, 2007		
REFERENCE DOCUMENTS:		
537A: Pediculosis Notification Letter		
537C: Pediculosis Class Letter		
537D: Pediculosis Screening Day Letter		
537E: Pediculosis Treatment Instruction Sheet		

Purpose: To outline a uniform approach to addressing the issue of pediculosis in schools

The Board has developed a uniform approach to addressing the pediculosis (head lice) issue in its schools. This new procedure will provide a standard practice for all schools.

1. General Instructions

- 1.1. Parents of children identified with head lice will be notified by the school of that fact by letter (537A: Pediculosis Notification Letter), and will be required to seek treatment for the child.
- 1.2. The parent is required to keep the child at home until the problem is cleared.
- 1.3. On returning to school, the student is required to bring a form signed by the parent indicating the treatment used, and confirming that the child is free of lice and nits. The form is reviewed by the principal or designate. (This form is provided on the bottom of the Pediculosis Notification Letter (537A)).
- 1.4. If a returning child is not free of lice or nits, the child shall not be readmitted to class. The parent is contacted by the school and arrangements made for the child to return home as soon as possible. The parent is provided with a new Pediculosis Notification Letter and Treatment Instruction Sheet, as in (1) and (2) above.
- 1.5. All parents of children 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 (537C: Pediculosis Class Letter). The letter contains a description of methods of observation and precautionary measures that can be taken in the home to monitor and treat head lice infestations.
- 1.6. The principal may designate an interested parent(s) or community resource person(s), who are available and trained to perform head lice checks in the school, to verify suspected cases of head lice and/or to recheck returning students. Where such a resource is offered, the principal shall inform parents and the school council of the existence of this resource prior to designating these persons.
- 1.7. A school, with the approval of its school council, may designate a specific day or days for screening all students for head lice and nits, using trained

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DATE: March 24, 2009	

parent/community resource persons. Individual parents may request that their children not participate in the Screening Day Activity. A letter is sent to all parents informing them of this event (537D: Pediculosis Screening Day Letter).

- 1.8. With proper treatment, the student should be absent from school for three days or less. If the child is absent for more than three days for head lice treatment, the parent will be contacted. If there is a problem with head lice treatment, contact the appropriate Pediculosis Program Advisor.

2. Pediculosis Kit

All schools will have available to them a Pediculosis Kit with the following print materials related to implementation of the above procedures:

- 2.1. A Pediculosis Notification Letter (537A) to parents of children identified with head lice notifying them of that fact, and requiring them to seek treatment, and informing them of the procedures for return to school. This letter contains a tear-off section to be signed by the parent indicating the treatment used, which is to be returned to the school.
- 2.2. A Pediculosis Class Letter (537C) to parents in the class informing them of the fact that a head lice case (s) has been found in the class and providing them with instructions for observation and precautionary measures. This class letter includes a request that if a child is found with head lice the school is to be notified.
- 2.3. A Pediculosis School Screening Day Letter (537D) to parents informing them of designated days in the school for screening of all children for head lice and nits. The letter contains a provision for opting out if parents so wish.

3. For Further Assistance

Note: City of Toronto public health nurses are not responsible for performing head lice checks., nor can they be expected to provide training to parents individually on how to identify, remove and treat the nits. However, if there is a recurring problem with head lice infestation in your school, your public health nurse may be invited to a parent meeting to discuss strategies that may be useful in dealing with the situation.

If you require any assistance with the implementation of these procedures, or to discuss options for resolving difficult issues related to pediculosis, please contact the following TDSB Pediculosis Program Advisors:

Central/North Lori Watling 416 394-7487

ADMINISTRATIVE AND OPERATIONAL PROCEDURE	PR.537 SCH: Pediculosis (Head Lice)
DATE: March 24, 2009	

East - Diane Ferrara 416 394-7487
West - Marie Amato 416 394-7487

For more information contact Chris Broadbent, Manager, Employee Services, Health and Safety, 416 397-3210.

Translations

Translations of this operational procedure are available for TDSB employees on the Board's Intranet website http://tdsbweb/principal/translations/trans_lice.html