



Administrative Procedure HEA-P1250 MANAGEMENT OF HEAD LICE IN SCHOOLS

Responsible: Office of Student Services, Department of Student Health Services

PURPOSE

This administrative describes the process in which Student Health Services supports the inclusion and academic achievement of students with verified cases of head lice, while implementing standard control measures to minimize the spread of head lice and/or nits among students attending school in the Washoe County School District ("District").

PROCEDURE

1. School nursing management of the student with head lice, and support for his/her parent/guardian, will be provided within established parameters of safe, research-based standards of prevention and control, with the objective of having the student fully participate in all educational and school-sponsored activities to the maximum extent possible.
 - a. Students with identified head lice or nits may ride District transportation, participate in all classroom and educational activities, including field trips, and will not be isolated from their peers.
 - b. Teachers and other school personnel will maintain discretion and confidentiality when dealing with students who have head lice or nits.
 - c. Teachers and other school personnel will be alert to and intervene appropriately in order to prevent bullying of the student with head lice or nits.
 - d. In cases where a student has a chronic and/or persistent case of head lice or nits, the school nurse will contact the parent/guardian directly and provide ongoing support, community referrals, resources, and education regarding treatment and control.
2. The District will implement coordinated efforts to ensure that parents/guardians and other members of the school community have access to factual information regarding the control and prevention of head lice.
 - a. The District will post and maintain a "Healthy Student, Healthy Schools" web site that includes information about head lice and common communicable childhood illnesses.
 - b. Yearly, school principals will collaborate with the school nurse to disseminate the "Yearly Dear Parent Health Letter" (HEA-F1251) to parents/guardians.

- c. At their discretion, principals may opt to publish the "Yearly Dear Parent Health Letter" in their school newsletters.
 - d. Individual parents/guardians who have further questions regarding head lice or nits will be provided with written information from the Center for Disease Control web site at <http://www.cdc.gov/parasites/lice/head/>; referred to the school nurse; and encouraged to access the District's "Healthy Students, Healthy Schools" web site at <http://washoeschools.net/domain/514>.
 - e. Upon request, the parent/guardian will be provided with a hard copy of the District's head lice management procedure, "Management of Head Lice in the District," (HEA-P1250).
3. Head lice transmission control measures will be implemented at all times on all District campuses to discourage the spread of head lice among students.
 - a. Teachers will be vigilant to symptoms of head lice and discreetly refer students with symptoms to the school health office for further assessment.
 - b. Students' personal clothing items such as hats, scarves and jackets should be kept separately on the back of each student's chair, on separate hooks, or in individual storage cubicles.
 - c. Students will be discouraged from sharing personal belongings such as hats, brushes, barrettes or jackets.
4. The school principal will ensure that staff understand and adhere to District policies regarding management of head lice.
5. The school nurse will collaborate with the principal to conduct annual training of elementary school teachers in the symptoms and control of head lice and common transmissible diseases.
6. The principal will ensure that the "Yearly Dear Teacher Letter" (HEA-F1252) is disseminated to all teachers at the beginning of each school year.
7. The school nurse will conduct specific head lice training of the clinical aide at each of his or her assigned schools to include the identification of head lice and nits.
8. Only the school nurse, or a clinical aide trained by the school nurse, may identify or verify the presence of head lice or nits in students.
9. In cases where the school nurse verifies that one or more student(s) has head lice, additional measures will be implemented.
 - a. The school nurse will notify the school principal.

- b. All parents/guardians of students in the affected classroom(s) will be sent a Connect Ed Message using the "Script for Head Lice Connect Ed Message" (HEA-F1254).
 - c. All parents/guardians in the affected classroom(s) will receive the "Classroom-wide Head Lice Notification" (HEA-F1251).
 - d. The principal and the school nurse will collaborate on more specific control and or cleaning measures, such as additional vacuuming of carpets and furniture, in the affected classroom(s) on a case-by-case basis.
 - i. Use of fumigant sprays, fogs, or chemical applications are prohibited; they are not necessary to control head lice and can be toxic if inhaled or absorbed through the skin (Center for Disease Control and Prevention at <http://www.cdc.gov/parasites/lice/head/prevent.html>)
10. If at any time, a parent/guardian informs the school that his/her child has head lice or nits, the school nurse or trained clinical aide will conduct a head check on the student in order to verify the presence of head lice/nits and ensure all procedures are followed.
- a. A sibling(s) of the student, who attends the same school, will also be checked by the school nurse or trained clinical aide.
 - b. After the school nurse or trained clinical aide checks the student and if appropriate, the student's sibling(s), the parent/guardian will be notified of the results.
11. Any parent/guardian of a student with lice or nits will be given the option of picking the student up from school prior to the end of the school day in order to begin immediate treatment at home.
- a. If the parent/guardian chooses to pick the student up from school prior to the end of the school day, the school nurse or trained clinical aide will demonstrate the identification of head lice or nits to the parent in the health office or other private location on campus.
 - b. In cases where a parent/guardian is delayed or opts not to pick the student up from school prior to the end of the day, the student will be sent back to class until the parent/guardian arrives or school dismissal.
 - c. The parent/guardian of the student with verified head lice or nits will be given the "Individual Parent Head Lice Notification," (HEA-F1250) and advised to access the District's "Healthy Students, Healthy Schools" web site at <http://washoeschools.net/domain/514>.

- d. If the parent/guardian requires more information, has additional questions regarding the head lice policy, or needs financial assistance for the purchase of a "nit comb" or anti-lice treatments, the clinical aide will refer the parent/guardian to the school nurse.
 - i. While school personnel may not purchase or distribute anti-lice creams or pharmaceutical products, the school administrator may opt to purchase and provide lice combs to a parent/guardian on a case-by-case basis.
12. The school nurse or trained clinical aide will recheck the student, and the student's sibling(s) if appropriate, when the student returns to school.
- a. If an examination of the student's head upon his or her return to school indicates continued infestation with lice and/or nits and the school nurse verifies that there is no evidence of treatment or removal of nits, the student's case will be considered "chronic.
 - b. A student whom the school nurse identifies as chronic will be more closely monitored by the school nurse and the school nurse will contact the parent/guardian to provide more focused support.
 - i. The school nurse will refer to (HEA-F1255), "Checklist for Assisting Students with Chronic Head Lice," to determine whether there are social, financial or other barriers that are preventing the successful resolution of the chronic case of head lice and/or nits.
 - ii. In addressing any barriers that may be present, the school nurse will collaborate with other members of the Multi-Tiered System of Supports (MTSS) team to ensure that all resources at the school level are utilized.
 - iii. If all efforts at the school level have been exhausted and are unsuccessful in resolving the chronic case of head lice and/or nits, then the Multi-Tiered System of Supports (MTSS) team will refer the parent/guardian to community resources such as The Family Resource Center, The Children's Cabinet, or other appropriate agencies.
 - iv. If all of the above measures are unsuccessful, and the school administration determines that the student's chronic case of head lice and/or nits has an impact on the student's attendance, then the student may be referred to the District's Truancy Intervention Department.

- v. Child Protective Services (CPS) will only be notified if, in addition to head lice infestation, the school nurse or other school employee suspects that the student is the victim of neglect or abuse.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns to the governing documents of the District.
2. This Administrative Procedure complies with state and federal laws and regulations.

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed bi-annually in even-numbered years.

REVISION HISTORY

Date	Revision	Modification
9/18/2012	A	Adopted as CSI Procedure
4/15/2013 9/26/2013 11/7/2013 3/25/2016	B-F	Revisions to CSI Procedure
8/5/2016	v1	Converted to Administrative Procedure and Revised