



# Holy Eucharist Catholic Primary School St Albans South.



## HEADLICE POLICY

### APPENDIX:

- 1a. Consent Form to Conduct Head Lice Inspections – English
- 1b. Consent Form to Conduct Head Lice Inspections – Vietnamese
- 1c. Consent Form to Conduct Head Lice Inspections – Samoan
2. Head Lice Management Agreement Between Schools and Parents/Guardians/Carers
3. Headlice Notification to Parents
4. Headlice Found on Child – Parent Notification

### **Holy Eucharist Catholic Primary School Commitment Statement to Child Safety**

*A safe and nurturing culture for all children and young people at our Catholic school*

The intention for this statement is to provide a central focus for child safety<sup>1</sup> at our Catholic school, built around a common understanding of the moral imperative and overarching commitments that underpin our drive for improvement and cultural change....

...Holy Eucharist Primary School together with the CECV will stay abreast of current legislation and will meet legislative duties to protect the safety and wellbeing of children and young people in our care, including the Victorian Child Safe Standards (Victorian Government 2016), mandatory reporting, grooming, failure to disclose and failure to protect requirements<sup>2</sup>.

<sup>1</sup>As defined by the Victorian Government Special Gazette No. 2 (2016), 'children and young people' in this document refers to those children and young people enrolled as students in Catholic schools in Victoria.

<sup>2</sup>Holy Eucharist Catholic Primary School Commitment Statement to Child Safety

### **EVIDENCE OF THIS OCCURRING AT HOLY EUCHARIST**

At all times, the ongoing safety and wellbeing of all children and young people will be the primary focus of care and decision-making, with particular attention paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

### **Rationale:**

Head lice management is complex as infections can be difficult to manage. Staff are to exercise sensitivity towards this issue and maintain student confidentiality.

Although responsibility for detecting and treating head lice rests with parents, it is important that practical advice and support be available to parents and caregivers.

Holy Eucharist School has developed a policy, reinforcing a consistent approach to the management of head lice infections. The school will work collaboratively with parents and the broader school community to implement practices and procedures to prevent and minimise the impact of head lice outbreaks.

### **Purpose of this policy**

- To minimise outbreaks of head lice
- To have effective and consistent procedure in place to manage head lice, (procedures are in line with the Education Department of Victoria).
- To have parental consent and procedures in place for students to be inspected for head lice.
- To prevent other students from getting headlice by excluding infected students until the day after treatment has commenced.

### **Parent/guardian consent**

A pro forma consent form contained in this policy:

- obtains parent/guardian consent to head lice inspections
- should be provided to parents for completion as part of enrolment
- must be updated when:
  - guardianship or custody arrangements change for the student
  - parents/guardians no longer wish to consent to inspections
- applies for the duration the child is at the school.

### **Visual headlice checks**

Head lice have been found in most schools, Checks for head lice occur via:

- visual checks without physical contact:
  - do not require parent/guardian consent
  - are made by people authorised by the principal, e.g. classroom teachers.
- head lice inspections involving the examination of a student:
  - require written parental consent, usually obtained at enrolment
  - are made by people authorised by the principal and school council e.g. school nurse or parent volunteer.

### **Exclusion of students**

Students identified with live head lice should be:

- provided with a note to take home to inform the parent/carer that their child may have head lice at the conclusion of the school day.
- excluded from school until the day after treatment has commenced, as set out in the Health (Infectious Diseases) Regulations 2001, School Exclusion Table.

**Note 1:** Principal has the overall responsibility to exclude a student from school.

**Note 2:** The presence of eggs in the hair is not a cause for exclusion. There is no requirement for a general practitioner or local council to issue a clearance certificate in order for the child to return to school.

### **Detection and treatment responsibilities**

Responsibilities for managing head lice are shared between: parents/guardians, schools and principals.

Parents/guardians have primary responsibility for detection and treatment of head lice. Parents/guardians should:

- regularly, preferably once a week, check for lice or eggs in the hair of:
  - their child
  - all household members
- notify the school:
  - if their child is affected
  - when treatment commenced
- not send their children to school with untreated head lice.

Schools must:

- exercise sensitivity towards students and families with head lice
- maintain student confidentiality to avoid stigmatisation
- support and provide practical treatment advice to parents/guardians.

Principals must:

- alert parents/guardians of an infestation, particularly the parents of other students in the same class as the affected child/children
- use discretion about informing the school community about an infestation.

**Note:** The Department of Human Services indicates at any one time there are likely to be cases of head lice in most schools, so it is not advocated that the principal informs the whole school community each time head lice are detected.

### **Related policies**

- [Infectious Diseases](#)

### **Related legislation**

- Health (Infectious Diseases) Regulations 2001

### **Department resources**

- [Headlice Management ToolKit](#)

### **Other resources**

• For more information about head lice recognition and treatment see: Department of Health and Human Services: [Scratching for Answers](#)

• Victorian State Government – Education and Training Website

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/headlice.aspx#1>

**Reviewed:** 08 August 2017

**APPENDIX 1a**

Schools wishing to organise head lice inspections must obtain written parental consent. When a student enrolls, the parent/carer should be requested to provide written consent for the school to conduct head lice inspections for the duration of the child's schooling at a particular school.



# Holy Eucharist Catholic Primary School

1a Oleander Drive, St Albans South. VIC 3021

Phone: 8312 0900 Fax: 9366 8192

[www.hestalbanssth.catholic.edu.au](http://www.hestalbanssth.catholic.edu.au)



## CONSENT FORM TO CONDUCT HEAD LICE INSPECTIONS

**Permission to cover the duration of the student's schooling at:  
HOLY EUCHARIST SCHOOL – St ALBANS SOUTH.**

Throughout your child's schooling, the school will be arranging head lice inspections of students. The management of head lice infection works best when all children are involved in our screening program. The school is aware that this can be a sensitive issue and is committed to maintaining student confidentiality and avoiding stigmatisation. The inspections of students will be conducted by a trained person approved by the principal and school council.

Before any inspections are conducted the person conducting the inspections will explain to all students what is being done and why and it will be emphasised to students that the presence of head lice in their hair does not mean that their hair is less clean or well kept than anyone else's. It will also be pointed out that head lice can be itchy and annoying and if you know you have got them, you can do something about it.

The person conducting the inspections will check through each student's hair to see if any lice or eggs are present.

Person's authorised by the school principal may also visually check your child's hair for the presence of head lice, when it is suspected that head lice may be present. They do not physically touch the child's head during a visual check.

In cases where head lice are found, the person inspecting the student will inform the student's teacher and the deputy principal/principal. The school will make appropriate contact with the parents/guardians/carers.

Please note that health regulations requires that where a child has head lice, that child should not return to school until appropriate treatment has commenced. The school may request the completion of an 'action taken form', which requires parents/guardians/carers to nominate if and when the treatment has started.

Parent's/guardian's/carer's full name: .....

Parent's/guardian's/carer's full name: .....

Address:..... Postcode:.....

Name of child attending the school:.....

I hereby give my consent for the above named child to participate in the school's head lice inspection program for the duration of their schooling at this school.

**Signature of parent/guardian/carer: ..... Date.....**

**Signature of parent/guardian/carer: ..... Date.....**

Please inform the school if guardianship/custody changes for your child, as this form will need to be re-signed to reflect these changes. Please also inform the school in writing if you no longer wish to provide consent for the school to undertake head lice inspections for your child.

**APPENDIX 1b - CONSENT FORM TO CONDUCT HEAD LICE INSPECTIONS (VIETNAMESE)**

Schools wishing to organise head lice inspections must obtain written parental consent. When a student enrolls, the parent/carer should be requested to provide written consent for the school to conduct head lice inspections for the duration of the child's schooling at a particular school.



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## **GIẤY ỨNG THUẬN CHO KHÁM CHẤY ĐẦU**

**Sự cho phép này có hiệu lực suốt thời gian học sinh theo học tại:  
HOLY EUCHARIST SCHOOL – St ALBANS SOUTH.**

Trong suốt những năm học tập của con em quý vị, nhà trường sẽ sắp xếp để khám chấy đầu cho học sinh. Việc đối phó với chứng chấy đầu sẽ có hiệu quả tối đa khi tất cả các em đều tham gia chương trình khám chấy đầu. Nhà trường biết đây có thể là vấn đề tế nhị và cam kết sẽ giữ kín danh tánh học sinh và tránh tình trạng học sinh bị chúng bạn trêu chọc. Việc khám chấy đầu cho học sinh sẽ do nhân viên chuyên nghiệp và đã được hiệu trưởng và hội đồng nhà trường chấp thuận đảm trách.

Trước khi khám chấy đầu, nhân viên này sẽ giải thích cho tất cả các học sinh biết thể thức và lý do, đồng thời nhấn mạnh với các em là việc tìm ra chấy đầu trong tóc không có nghĩa là vì tóc dơ hoặc không được giữ gìn tốt so với bạn khác. Ngoài ra họ còn giải thích cho các em biết là chấy có thể làm cho các em bị ngứa đầu và bực bội và nếu bị chấy đầu thì sẽ có cách trị liệu.

Người khám chấy đầu sẽ kiểm xem trong tóc của các em học sinh có chấy hoặc trứng chấy hay không. Khi nghi ngờ em nào có chấy đầu, người được hiệu trưởng cho phép cũng xem coi trong tóc của các học sinh có chấy hay không. Người này không trực tiếp đụng chạm vào đầu của con em quý vị khi quan sát.

Trong trường hợp phát hiện chấy đầu, người khám chấy đầu sẽ báo cho giáo viên của học sinh và hiệu trưởng (insert other(s) if required) biết, rồi nhà trường sẽ liên lạc với phụ huynh/giám hộ/người chăm sóc.

Xin lưu ý theo những qui định y tế, học sinh nào có chấy đầu sẽ không được đi học tiếp cho đến khi đã bắt đầu được trị liệu phù hợp. Nhà trường có thể yêu cầu quý phụ huynh/giám hộ/người chăm sóc điền 'action taken form' ('phiếu hành động') để cho biết là có trị liệu hay không và bắt đầu trị liệu vào lúc nào.

Tên họ của phụ huynh/giám hộ/người chăm sóc: .....

Tên họ của phụ huynh/giám hộ/người chăm sóc: .....

Địa chỉ:..... Số vùng:.....

Tên của học sinh:.....

Tôi ưng thuận để cho trẻ có tên ghi ở trên tham gia chương trình khám chấy đầu của trường trong thời gian em theo học trường này.

Chữ ký của phụ huynh/giám hộ/người chăm sóc: ..... Ngày.....

Chữ ký của phụ huynh/giám hộ/người chăm sóc: ..... Ngày.....

### **CONSENT FORM TO CONDUCT HEAD LICE INSPECTIONS VIETNAMESE**

Xin quý vị báo cho nhà trường biết khi quyền giám hộ/nuôi dưỡng con em quý vị có sự thay đổi, vì phải làm lại giấy ưng thuận này và ký tên để phản ảnh những thay đổi đó. Ngoài ra, xin quý vị viết thư báo cho nhà trường biết nếu không còn ưng thuận để cho nhà trường khám chấy đầu cho con em quý vị nữa.

**APPENDIX 1c - CONSENT FORM TO CONDUCT HEAD LICE INSPECTIONS (SAMOAN)**

Schools wishing to organise head lice inspections must obtain written parental consent. When a student enrolls, the parent/carer should be requested to provide written consent for the school to conduct head lice inspections for the duration of the child's schooling at a particular school.



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## PEPA FAATAGA E SIAKI AI UTU O LE ULU

### Faatagaga e aofia atoa ai le taimi atoa e aoga ai le tamaititi aoga i le: HOLY EUCHARIST SCHOOL – St ALBANS SOUTH.

I le taimi atoa o aoga lou alo, o le a fuafuaina e le aoga le siakiina o utu i ulu o tamaiti aoga.

E lelei le puleaina o le pipisi o utu o le ulu pe a aafia uma tamaiti i le matou polokalame e siakiina ai.

E malamalama le aoga i le maaleale o lenei mataupu ma o lea e matua tinou ai le aoga ina ia malu puipuia tamaiti aoga ina nei faifai e nisi tagata.

O le a siakiina tamaiti aoga e se tagata ua aoga faapitoa ma ua faatagaina e le pulueaoga ma le komiti o le aoga.

A'o le'i siakiina o le a muamua ona faamatalaina e le tagata o loo faia le siaki i tamaiti uma mea e faia ae pe aisea fo'i ua faia ai ma faamamafa foi i tamaiti o le i ai o ni utu i o latou laulu e le faapea ai e le o mama pe e le o teuina lelei fo'i o latou laulu. O le a ta'uina atu fo'i o utu e mageso ma faasoesa ma afai e te iloa o loo i ai utu i lou ulu, e mafai ona fai i ai se faiga.

O le a siakiina mae'a lelei e le tagata o loo siakiina ulu o tamaiti ta'itasi e saili ai poo i ai ni utu poo ni lia. E ono siakiina foi i le vaai e lea tagata ua faatagaina e le puleaoga le ulu o lou alo poo i ai o utu, pe a masalomia o loo i ai ni utu. E le tagofia la le ulu o le tamaititi pe a na ona siakiina i le vaai.

A faapea e maua ni utu, o le a logoina loa e lea tagata siaki utu le faiaoga o le tamaititi aoga ma le pule aoga. (insert other(s) if required). O le a faafesootai loa e le aoga ia matua/e o loo vaaia/e o loo tausia. Faamolemole ia utagia aiaiga o tulafono o le soifua maloloina a faapea e utua le ulu o le tamaititi, e le tatau ona toe fo'i lea tamaititi i le aoga se'i vagana ua amata togafitiga talafeagai. E ono mana'omia e le aoga le faatumuina o le 'pepa galuega ua faia' ('action taken form'), lea e tapa ai matua/e o loo vaaia/e o loo tausia e ta'uina mai pe ua amata ae o anafea foi na amata ai se togafitiga.

Suafa atoa o le matua/tagata o loo vaaia/tagata o loo tausia: .....

Suafa atoa o le matua/tagata o loo vaaia/tagata o loo tausia: .....

Tuatusi:..... Postcode:.....

Igoa o le tamaititi o loo auai mai i le aoga:.....

Ou te tuuina atu la'u faatagaga e auai atu ai le tamaititi o loo taua lona igoa i luga i le polokalame a le aoga e siakiina ai utu o le ulu mo le vaitaimi atoa o lona aoga ai i lenei aoga.

Saini a le matua/le o loo vaaia/le o loo tausia: ..... Aso.....

Saini a le matua/le o loo vaaia/le o loo tausia: ..... Aso.....

## CONSENT FORM TO CONDUCT HEAD LICE INSPECTIONS SAMOAN

Faamolemole logo mai le aoga pe afai ua suia le vaaiga o lou alo; talu ai e tatau ona toe sainiina lenei pepa e faailoa ai ia suiga. Faamolemole tusi mai i le aoga pe afai e te le o toe mana'o e tuuina mai se faatagaga e siaki ai e le aoga utu o le ulu o lou alo.

**APPENDIX 2**

When a student enrolls at a school, the parent/carer and the school will be requested to sign a standard agreement outlining responsibilities and expectations.

Attached to this agreement, should be the Department of Health (DH) Treating and Controlling Head Lice pamphlet. A copy of this pamphlet was provided to schools in the DH "Scratching for Answers" head lice information kit.

For more information, see [Head Lice](#). The Head Lice Management Agreement has also been translated into 21 languages.



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## HEAD LICE MANAGEMENT AGREEMENT BETWEEN SCHOOLS AND PARENTS/GUARDIANS/CARERS

Head lice continues to cause concern and frustration for some parents/guardians/carers, teachers and children. Head lice do not transmit infectious diseases – they are transmitted by having head to head contact with someone who has head lice. Whilst parents have the primary responsibility for the detection and treatment of head lice, the control and management of head lice infections is a shared responsibility amongst a number of agencies, including the Department of Education and Training; Department of Human Services; schools and parents. The Department of Education and Training is responsible for providing advice and support to schools regarding head lice management.

This agreement outlines the:

- Responsibilities of both the school and the parent/guardian/carer;
- Importance of an all inclusive health approach, to ensure an appropriate and efficient solution to the problem of head lice.

**Responsibilities:**

**Parent/Guardian/Carer** - responsibilities include:

- Regularly (preferably once a week) inspecting their child’s hair to look for lice or lice eggs and regularly inspecting all household members and then treating them if necessary;
- Ensuring their child does not attend school with untreated head lice;
- Using safe treatment practices which do not place their child’s health at risk (see the attached Treating and Controlling Head Lice pamphlet).
- Notifying the school if their child is affected and advising the school when the treatment has started via an Action Taken form;
- Notifying parents or carers of your child’s friends so they too have the opportunity to detect and treat their children if necessary.

I have read and agree to the above responsibilities:

**Signature of parent/carer/guardian:** ..... **Date**.....

**Signature of parent/carer/guardian:** ..... **Date**.....

**School** - responsibilities include:

- Distributing policies and information on the detection, treatment and control of head lice to parents/guardians/carers and staff and having accessible clear protocols for the inspection program that the school implements;
- Developing a school policy on head lice which reinforces an accurate, consistent approach to the management of head lice infections, which is approved by the school council;
- Obtaining written parental consent to conduct head lice inspections, upon the enrolment of a student to cover the duration of their schooling at a particular school and to nominate a trained person/s to conduct the head lice inspections, who is approved by the Principal and school council;
- Encouraging those person’s authorised by the school principal, e.g. teacher, to visually check a student’s hair, i.e. with no physical contact with the child, if the presence of head lice is suspected;
- Encouraging parents/guardians/carers to continue to regularly (preferably once per week) check their child for head lice and providing a sympathetic attitude and practical advice to those parents experiencing difficulty with the control measures;
- Encouraging students to learn about head lice so as to help remove any stigma or ‘bullying’ associated with the issue;
- Being aware that the responsibility to exclude a child from a school rests with the principal or person in charge of the school and being aware that exclusion only refers to those children who have live head lice and does not refer to head lice eggs; and being aware of the recommendation that students should be excluded from school at the conclusion of the school day where the student should be provided with a note to take home to inform the parent that their child may have head lice.
- Being aware that there is no requirement in the Health (Infectious Diseases) Regulations 2001 for a child treated for head lice to obtain a clearance certificate to be issued either by a general practitioner or a municipal council, on return to school.
- Where appropriate, and at the principal’s discretion, providing an alert notice to the school community, when head lice has been detected in the school;
- Encouraging parents/guardians/carers to identify treatment used and the commencement date, via an Action Taken form. Holy Eucharist School) is committed to managing head lice in a sensitive and confidential manner. We are committed to the above responsibilities.

**Signature of Principal**..... **Date** .....



### APPENDIX 3 – HEADLICE NOTIFICATION TO PARENTS

It is not advocated that the Principal inform the whole school community each time a head lice infection is detected. This could be onerous and may lead to complacency on behalf of the school community.  
The Department of Health Head Lice Management Guidelines indicate that most schools will have students with head lice at any one time.  
Principals should therefore use discretion if wishing to alert the school community about the infestation of head lice.  
For more information, see the 'Alert Notice Below'.  
Attached to this agreement, should be the Department of Health (DH) Treating and Controlling Head Lice pamphlet. A copy of this pamphlet was provided to schools in the DH "Scratching for Answers" head lice information kit.  
For more information, see <https://www2.health.vic.gov.au/public-health/infectious-diseases/head-lice/resources>



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### They're Back .....

Dear Parents/Guardians/Carers,

It has come to my attention that some students in the school may have head lice and I seek your cooperation in checking your child's hair this week (insert date \_\_/\_\_/\_\_ to \_\_/\_\_/\_\_).

Head lice do not transmit infectious diseases – they are transmitted by having head to head contact with someone who has head lice. You may be reassured to know that head lice are commonly found in places other than at Holy Eucharist School. Head lice are common in school-aged children and are the most adaptable of creatures. They have survived living solely on humans for 10,000 years!!!!

#### What can you do?

I seek your cooperation in checking your child's hair and in those instances where head lice or eggs are found, treating your child's hair.

Please see the attached pamphlet Treating and Controlling Head Lice, from the Department of Human Services. This pamphlet has informative guidelines regarding detecting and treating head lice and eggs.

#### How do I treat my child for head lice?

The attached pamphlet (as noted above) has informative guidelines regarding detecting and treating head lice and eggs. The school also has additional information available regarding treatment and controlling head lice. Please don't hesitate to contact the Student Wellbeing Leader on, 8312 0900 to obtain this information.

#### If head lice or eggs are found on your child's hair you need to inform:

- the school and advise when the treatment has started, via the attached Action Taken Form.
- parents or carers of your child's friends so they too have the opportunity to detect and treat their children if necessary.

#### When can my child return to school?

Health regulations requires that where a child has head lice, that child should not return to school until the day after appropriate treatment has started. Please note, this refers only to those children who have live head lice and does not refer to head lice eggs.

Holy Eucharist School is aware that head lice can be a sensitive issue and is committed to maintaining your confidentiality.

Kind regards

Signature of Principal (or relevant other)

Date.....

**APPENDIX 4 – Headlice found on child – Parent notification**

If head lice are detected on a student, the school should provide parents/guardians/carers with an 'Action Taken form' to gain an understanding of the treatment used and when it commenced. This form should be attached to the Department of Health (DH) "Treating and Controlling Head Lice" pamphlet. This pamphlet can be downloaded from the DH website [Head Lice](#) in PDF format, translated into 21 languages.

This form should also be attached to the Alert Notice, so as parents who find head lice in their child's hair are able to inform the school of what treatment has been used and when it commenced.

This form should be handed in to the Principal when the child returns to school.

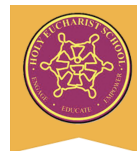


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Dear Parent/Guardian/Carer,

Head lice or eggs are suspected to have been detected on your child and it is very important for you to treat your child as soon as possible, using safe treatment practices. Please see the attached pamphlet, Treating and Controlling Head Lice, from the Department of Human Services. This pamphlet has informative guidelines regarding detecting and treating head lice and eggs.

It is very important for you to notify Holy Eucharist School and to advise when appropriate treatment has commenced.

It is important to note, that health regulations require that where a child has head lice, that child should not return to school until the day after appropriate treatment has started. Please note that this refers only to those children who have live head lice and does not refer to head lice eggs.

Please complete the below form and provide this to Mr Parker on the return of your child to school.



.....

**Action Taken – Student Head Lice  
Parent/Guardian/Carer Response Form**

To: Mr J Parker,

**CONFIDENTIAL**

Student's Full Name: \_\_\_\_\_

Year/Class: \_\_\_\_\_

I understand that my child should not attend school with untreated head lice.

I used the following recommended treatment for head lice or eggs for my child (insert name of treatment)

\_\_\_\_\_

Treatment commenced on (insert date)    \_\_\_/\_\_\_/\_\_\_

Signature of parent/carer/guardian: ..... Date.....