A student is identified as possibly having head lice.

Send them to the front office. Office staff check for permission to examine the child’s hair.

If there is permission the office staff check hair and decide on one of 3 options.

The child clearly has live lice or fresh eggs in the hair

Parents are contacted by phone and asked to collect child. If parents can not be contacted, child is returned to an isolated position in the classroom with a letter asking parents to treat the child immediately.

The child has residue eggs but no evidence of new eggs or live lice.

Child is sent back to class with a letter to parents asking them to continue vigilance and suggesting some options for removing residue eggs.

The child has no evidence of lice – possibly a skin condition or other explanation.

The child is sent back to class with a letter explaining that the child has been checked by staff and an explanation of any concerns.

When the child returns to school, they are asked if they have been treated.

If the child claims to have been treated and there is no evidence to the contrary they continue in class as normal. A letter is sent to parents, thanking them and reminding them to continue to monitor the child’s hair for some time.

If the child says they have not been treated, or there is clear evidence to the contrary, they are sent back to the office for checking. The process of contacting parents etc is repeated.

If the child is not treated after two letters then they are isolated in class, and a letter sent home that excludes the student until they have a doctors certificate indicating they are clear of lice.

If the child returns on a third day untreated, the exclusion letter is repeated, a report made to FAYS or other agency and if necessary a home visit done by Principal and counsellor. DECS legal services may be contacted to enforce the exclusion if the parents continue to defy the exclusion order.