

# Toronto District School Board

Operational Procedure PR537

Title: **HEAD LICE (PEDICULOSIS)**  
Adopted: January 1, 2001  
Revised: June 15, 2005, January 10, 2006, July 18, 2007, **March 24, 2009**  
Reviewed: May 2012  
Authorization:

## 1.0 OBJECTIVE

To outline a uniform approach to addressing the issue of head lice (pediculosis) in schools

## 2.0 RESPONSIBILITY

Deputy Director, Operations

## 3.0 DEFINITION

Provides a uniform approach to addressing the head lice (pediculosis) issue in schools. Provides a standard practice for all schools.

## 4.0 PROCEDURES

### 4.1 General Instructions

- (a) Parents of children identified with head lice (pediculosis) will be notified by the school of that fact by letter (537A: Head Lice (Pediculosis) Notification Letter), and will be required to seek treatment for the child.
- (b) The parent is required to keep the child at home until the problem is cleared.
- (c) 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 Head Lice (Pediculosis) Notification Letter (537A).
- (d) 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 a Head Lice (Pediculosis) Fact Sheet, as in (a) and (b) above.

- (e) All parents of children in a class in which a student or students are found to have head lice (pediculosis) will be sent a letter informing them of that fact (537C: Head Lice (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 (pediculosis) infestations.
- (f) The principal may designate an interested parent(s) or community resource person(s), who are available and trained to perform head lice (pediculosis) 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.
- (g) A school, with the approval of its school council, may designate a specific day or days for screening all students for head lice (pediculosis) and nits, using trained 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: Head Lice (Pediculosis) Screening Day Letter).
- (h) 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 (pediculosis) treatment, the parent will be contacted. If there is a problem with head lice treatment, contact the appropriate Head Lice (Pediculosis) area (see 6.0 For Further Assistance).

## **5.0 Head Lice (Pediculosis) Forms**

All schools will have available to them a Head Lice (Pediculosis) forms with the following print materials related to implementation of the above procedures:

- (a) A Head Lice (Pediculosis) Notification Letter (537A) to parents of children identified with head lice (pediculosis) 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.
- (b) A Head Lice (Pediculosis) Class Letter (537C) to parents in the class informing them of the fact that a head lice (pediculosis) 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 (pediculosis) the school is to be notified.

- (c) A Head Lice (Pediculosis) School and Class Screening Day Letter (537D) to parents informing them of designated days in the school for screening of all children for head lice (pediculosis) and nits. The letter contains a provision for opting out if parents so wish.
- (d) Head Lice (Pediculosis) Fact Sheet (537E), from Toronto Public Health, for parents of children with Head Lice (Pediculosis) provides information on Head Lice (Pediculosis) and their treatment.)

## **6.0 For Further Assistance**

Note: City of Toronto public health nurses are not responsible for performing head lice (pediculosis) 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 (pediculosis) 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 head lice (pediculosis), please call one of the following Toronto District School Board (TDSB) contact numbers:

Central/North	416 394-7487
East	416 394-7487
West	416 394-7487

For more information contact 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](http://tdsbweb/principal/translations/trans_lice.html)

## **7.0 REFERENCE DOCUMENTS**

- 537A: Head Lice (Pediculosis) Notification Letter
- 537C: Head Lice (Pediculosis) Class Letter
- 537D: Head Lice (Pediculosis) School and Class Screening Day Letter
- 537E: Toronto Public Health, Head Lice (Pediculosis) Fact Sheet