

## Headlice Procedure

To be reviewed Bi-Annually.

Procedure Agreed May 2018. To be reviewed May 2020.



### **Procedure to follow if headlice is discovered in a child's head/hair during a nursery session:**

Child's family worker to inform the Leadership Team first. Leadership Team member to inform child's parents/carers by telephone and give them the option to collect their child early or not – as with 'Bumped Head' Injury procedure. The Leadership Team member will advise that the family worker (if possible, if not on leave, sick etc – otherwise shadow family worker) is to undertake the following:

- When child is collected from nursery, offer parents/carers school/centre headlice leaflet/information, which makes recommendations for treatment for child and whole family.
- Liaise with parents/carers re headlice treatment selected for the child's hair.
- Signpost parents to their Doctor/GP for FREE headlice treatment and further advice if necessary.
- If recurrent and repeated episodes of headlice occur, staff to record this on incident sheets and report to Leadership Team. This may be referred to relevant agencies.

### **Additional procedures:**

- Senior Early Childhood Educators to inform the admin team to send school/centre letter home to all families highlighting that headlice is in the school/centre.
- Staff to acknowledge that no exclusion is to be enforced because of headlice.
- Staff are to inform each other that headlice is in the school/centre and advised to tie their hair back if it is long.

This procedure was reviewed by a group of five Governors on behalf of the Curriculum, Children and Family Committee on Thursday 10<sup>th</sup> May 2018 and ratified at the Governing Body meeting of Everton Nursery School and Family Centre Governing Body on Thursday 17<sup>th</sup> May 2018.