

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 10th May 2018 and ratified at the Governing Body meeting of Everton Nursery School and Family Centre Governing Body on Thursday 17th May 2018.