Head Lice Procedure

To be reviewed Bi-Annually.
Procedure Agreed February 2021. To be reviewed February 2023.

Everton Nursery School and Family Centre

Procedure to follow if head lice are discovered in a child's head/hair during a nursery session:

Child's Family Worker to inform the Leadership Team first. The 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 head lice leaflet/information which makes recommendations for treatment for child and whole family.
- Liaise with parents/carers re head lice treatment selected for the child's hair.
- Signpost parents to their Doctor/GP for **FREE** head lice treatment and further advice if necessary.
- If recurrent and repeated episodes of head lice occur, staff to record this on CPOMS and report to Leadership Team. This may be referred to relevant agencies.

Additional procedures:

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

This procedure was reviewed on 2nd February 2021 by the Leadership Team.