

School District of Gilmanton
Procedure and Accountability For Head Lice
Updated 1/31/17

1. Notify the classroom teacher when a head lice case has been reported, suspected, or found. Plan a time to check all the students in this classroom and their siblings who are also students as soon as possible.
2. Inform the students you want to check their hair around the back of their neck and explain why. Explain to students facts about head lice and how to prevent it.
3. Have the student sit by a good light source. Ask student to put their head down and pull their hair up over their head to expose the neck area. Wear plastic gloves and use a screening stick to check for nits and live lice. Focus on hair approximately $\frac{1}{4}$ " from scalp. If lice or nits are found, remove and seal inside clear tape and put in an envelope to show the parent/guardian what to look for.
4. If student is infested, the staff member notifies the parent/guardian with a phone call to pick up the student and take them home for treatment. Reassure the students and family they will be fine with treatments of shampoo and cleaning methods to prevent the spread. Advise the parent/guardian that the student may return to school the day after their treatment.
5. Send written information on head lice prevention and treatment home with the student or parent/guardian. Encourage thorough cleaning of the home. Encourage parent/guardian to discuss appropriate treatment with their family physician.
6. Notify coaches if the student is in sports and appropriate school staff as deemed necessary.
7. Inform the student and parent/guardian that when the student returns to school, the school nurse or staff member will continue to check the student's head frequently over the next 3 weeks. The student will be allowed to stay in school as long as no live lice are found. If live lice are found, the students will be sent home for further treatment. Parents or guardians will be advised to check the student's head twice daily and repeat the treatment until there are no recurring nits or head lice.
8. The school nurse will continue to check the classroom once per week for a month after the noted infestation.
9. A letter will be sent home to parent/guardians if 2 or more unrelated students in the same classroom have head lice infestation.

10. If families need advice they may contact the school nurse, or if they do not have access or means to treatment, they will be instructed to contact the Buffalo County Public Health Department at 1-608-685-4412.

Guidelines for Disinfecting the Classroom

1. All hats and coats should be stored separately in lockers. If lockers are not available, they can be kept in a plastic bag if needed to help prevent head lice from being spread to hats/coats of other students.
2. Carpets, rugs and furniture should be vacuumed thoroughly.
3. Stuffed animals should be sealed in a plastic trash bag for 2 weeks.