LEDA
EDUCATION SUPPORT CENTRE
EVERY CHILD, EVERY OPPORTUNITY

LEDA EDUCATION SUPPORT CENTRE

HEAD LICE PLAN FOR STAFF & FAMILIES

2026



EVERY CHILD, EVERY OPPORTUNITY

Head Lice are tiny parasites that live on the human scalp where they feed and breed. Anyone can catch head lice through head-to-head contact and the sharing on personal items such as combs, brushes, and hats. They reproduce by laying their eggs (nits) on the hair shaft close to the scalp. While they do not carry or transmit disease and are not a sign of poor hygiene, they are a cause of head itch and scratching, which may lead to infections, allergic reaction, and swollen lymph glands; therefore, they need to be controlled.

They reproduce by laying their eggs (nits) on the hair shaft close to the scalp. While they do not carry or transmit disease and are not a sign of poor hygiene, they are a cause of head itch and scratching, which may lead to infections, allergic reaction, and swollen lymph glands; therefore, they need to be controlled.

Please note:

According to the School Education Regulations 2000, Part 3 Management of government schools: Head lice inspection, principal may authorise etc.

(1) The principal of a government school may authorise a member of the teaching staff or another officer at the school to examine the head of any student at the school for the purpose of ascertaining whether head lice are present.

Note for this sub regulation:
Section 27 (1) applies in the case where a student is found to be suffering from a contagious medical condition.
(2) If a student refuses to be examined under sub regulation (1) the principal may direct the student
(a) not to attend the school until such time as the student is examined under sub regulation
(1) or by a registered medical practitioner and found not to have head lice; or
(b) not to participate in an educational programme of the school until such time as the student is examined under sub regulation (1) or by a registered medical practitioner and found not to have head lice.

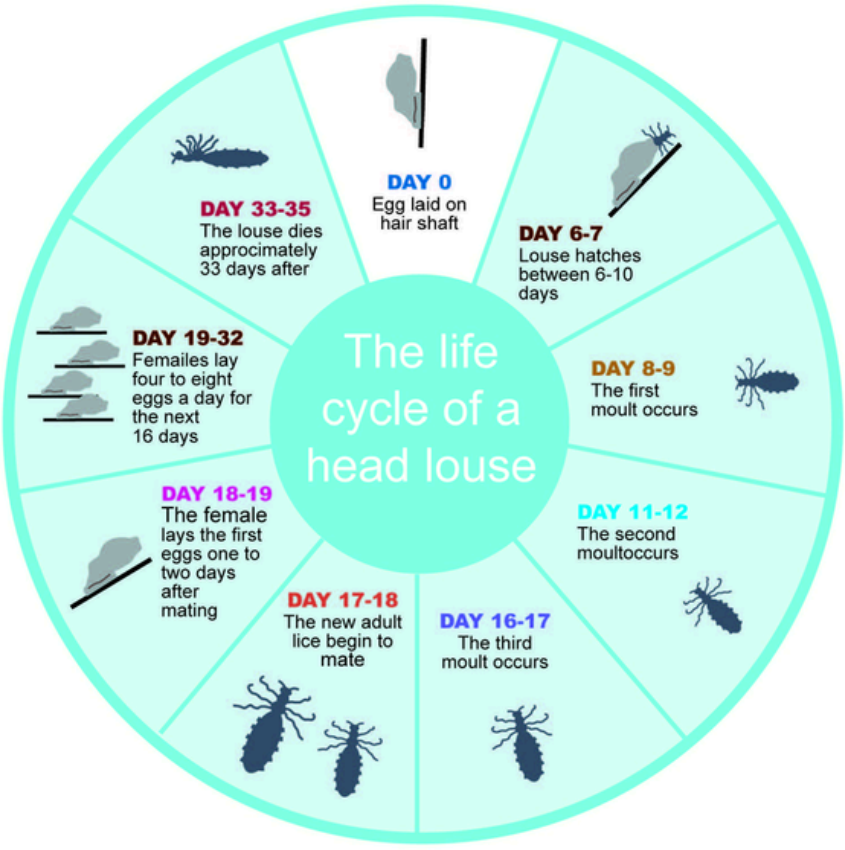
Note for this sub regulation: Under the Health (Miscellaneous Provisions) Act 1911 section 337(1) a child attending a school is required to submit to a medical or physical examination by a medical practitioner or any nurse authorised by the Chief Health Officer, and the parents or guardians of the child are required to permit such examination as the medical practitioner or nurse deems necessary.

If staff believe a student has head lice they will:

- Advise parents/carers of affected students that their child been identified as having head lice **(Parent/Carer Note re Live Lice note)**. As per the note;
- Student's hair must be treated with approved insecticide or mechanical removal to remove any live lice.
- Any remaining nits in the hair can hatch between 6-10 days. Recheck student's hair during this time for any new hatchlings.
- The student will be able to return to school when there has been effective treatment and there are no live lice in their hair.
- Parents to complete the form to indicate the method of treatment used.
- Before returning your child to the classroom, you will be required to bring your child to the Administration building so your child's hair can be checked by the principal or a delegate.

- Staff will advise **all parents** in the class that there has been evidence of live lice in the classroom via note or via Compass (Head Lice in Classroom Note).
- As per the note;
- Please check your child's hair for lice or nits.
- If nits or lice are found, please treat as required.
- If no nits or lice are found, your child will be able to attend school as per normal.

Please see the diagram below for information on the lifecycle.



Management of Head lice

There are two main management options:

- Insecticide
- Mechanical removal (10 Day conditioner method)

Insecticides:

- No-one can guarantee to eliminate all eggs- those not killed or removed manually will hatch 7-10 days after being laid.
- An important part of insecticide management involves manual removal of eggs with a 'nit' comb after treatment with an insecticide.
- The addition of hair conditioner prior to combing may ease the process.
- Risk of transmission is probably low but washing bed linen in hot wash and sun drying is highly recommended.
- Close contacts should be checked for evidence of infestation and treated at the same time.
- Resistance to pyrethrins (an ingredient found in insecticide) may occur, therefor it is appropriate to use a different type of insecticide if the infestation is not adequately treated or reoccurs.

10 Day conditioner method:

- The saturation of dry hair with hair conditioner (any type) will immobilise fast moving lice, allowing manual removal with a nit comb.
- The procedure must be repeated daily for 10 days to ensure removal of new lice as they hatch.
- Examine combings on white paper- the presence of dark adult lice (hatchlings are paler) after day 1 means that the process must be restarted as this represents a new infestation and new eggs are likely to have been laid.
- Concentrate on removal of eggs closest to the scalp as those >1cm from scalp are likely to already be hatched or dead.
- Check for re-infestation after 4 weeks.

The following diagram provides steps on how to treat and get rid of lice.

WebMD

HOW TO GET RID OF LICE



1 Use Lice Medicine

Follow its instructions exactly.



2 Comb Wet Hair

Use a fine-toothed nit comb.



3 Change Clothes

Right after the treatment.



4 Wash & Dry Clothes/Linens

In hot water; dry on high heat.



5 Soak Combs & Brushes

In hot water for 5-10 minutes.



6 Vacuum Floor & Furniture

Anywhere you spent time.

7 Skip Fumigant Sprays

They can be toxic.

Source: CDC. Harvard.

LEDA
EDUCATION SUPPORT CENTRE
EVERY CHILD, EVERY OPPORTUNITY

Head Lice in Classroom

Dear Parents/Caregivers,
A student in your child's room has been found to have head lice. We ask you to please check your child's hair to ensure that he/she is not infected. It is advisable to check all members of the household regularly. Look for adult lice as well as their eggs.

If any child in your household is found to be infected, they must be treated before returning to school. Treatments for lice/nits can be purchased from your local pharmacist. Thank you for your co-operation in this matter.

Yours sincerely,
Kelly Barker Principal

Parent/Carer Note re Live Lice Dear Parent/Caregiver,

At school today (date) _____ your child was found to have head lice. As you will know, head lice are small insects that live in human hair. The eggs look like grains of salt stuck to the hair and most often found behind the ears and along the forehead, temples, and base of the neck.

Head lice are very common, particularly in schools where children have their heads close together. Head lice can live in the cleanest hair. They don't make you sick, but can cause itching, especially in children, so you may have noticed your child scratching lately.

A variety of products to treat head lice are available from your local chemist, please check with the chemist about what insecticide is suitable for your child.
It is very important to check the rest of the family and other close contacts for head lice too. Adults do not feel any itching. Please tell other people your child spends time with so that they can have their hair checked. It is also important to wash bed linen, hats and brushes thoroughly.

As eggs are difficult to remove, it is essential that you maintain a treatment plan for the next 10 Days whilst these will continue hatching.

It is important that you keep your child away from school until effective treatment has begun. Your child can return to school the next day after you have started the effective head lice treatment and there are no live lice. You must return to school through the front office where an inspection can take place.

If you have difficulty applying an effective treatment, please contact the office for assistance.

Finally fill in the form below and take it to the school office when your child returns to school. This information will help us to deliver the most effective management of the head lice problem.

Yours truly,
Kelly Barker Principal

✂.....

Please indicate the method of effective treatment utilised for your child: Student's Name_____Year_____
Procedure used: (please circle) Conditioner / Insecticide / Oil Other (please describe)_____
Parent's signature:_____