



# Student Duty of Care

## Head Lice Policy and Procedures

### Policy Introduction

We are committed to meeting our Student Duty of Care obligations.

### Purpose

This Policy describes the supportive role that St Peter's Primary School plays in the management of outbreaks of head lice.

Head lice outbreaks are a common problem in schools. Parents/carers are primarily responsible for detecting and treating head lice but the School also has a role in the management of head lice outbreaks by providing information and support for parents/guardians and students.

### Scope

This Policy applies to all staff, volunteers and contractors at the School.

### Roles and Responsibilities

All staff must follow the guidance set out in this Policy.

### Policy Statement

St Peter's Primary School recognises the need for a consistent and supportive approach for managing head lice outbreaks which involves the entire School community.

It is our policy that:

- when head lice are suspected in the School, the parents/carers of the students will be alerted and immediate treatment will be requested
- students identified with head lice should not return to school until after treatment has commenced
- a copy of the [Treating and Controlling Head Lice Fact Sheet](#) is made available to parents/guardians
- we maintain a procedure for managing head lice outbreaks and inform the School community promptly
- student confidentiality is maintained at all times.

## Procedures

When a member of staff suspects that a student is infested with head lice, they are responsible for informing the principal and/or administration officers of the suspected outbreak.

The principal is responsible for formulating a response strategy designed to contain the outbreak whilst minimising disruption to families of students affected.

Response strategies may include:

- providing the affected student and entire class with the Head Lice Alert Notice
- expanding the alert to all students in the affected student's year
- expanding the alert to all students on the relevant School campus
- providing all parents/carers with a copy of relevant guidelines for treating head lice
- forwarding reminder letters in the event the outbreak is not contained
- requesting parents/carers to confirm that they have taken action.

## Implementation

This Policy is implemented through a combination of:

- staff education and supervision
- effective record keeping procedures
- effective incident notification procedures
- effective communication procedures with parents/carers
- initiation of corrective actions where necessary.

## Breach

Where a staff member breaches this policy St Peter's Primary School may take disciplinary action.

## Definitions

Term	Definition
Head Lice	Head lice are tiny insect parasites that live on the human head and feed on the scalp several times a day. They are not dangerous, don't carry diseases and are not a sign of poor hygiene.

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## Policy Administration

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