**Procedure: Head Lice Procedures**

1. Obtain the Head Lice Parent Packet from the Intranet. The CAPE Head Start Program supports keeping children in school. We recognize that children sometimes get head lice. Head lice are not a danger to health. We have adopted the Evansville Vanderburgh School Corporation policy on head lice. Children will be sent home the day they are found to be infested with head lice and may return the next day after proper treatment and no live lice are present. A student is considered infested with head lice if an examination reveals at least one (1) live louse or multiple nits within one quarter inch close to the scalp.
2. Children shall be checked periodically for the presence of Head Lice. All head lice and nit checking at school must be done in privacy away from other children.
3. When children are found to be infested with head lice, they will notify the LSM/COM. The LSM/COM will then give the teacher permission to notify the parent or guardian and ask them to pick up their child immediately. The family will be given the Head Lice Parent Packet. All information will be provided in both written and verbal forms to make sure the family understands the procedures to follow. The CHS, FA, FA/AT and the teacher will coordinate to assure the child and family has received proper care and treatment.
4. The township trustee will pay for Cetaphil for any eligible family. The child’s physician can also write a prescription for medication to treat the child and family.
5. Staff will notify transportation if the child rides the bus.
6. The child may return to school, accompanied by the parent, after he/she receives proper treatment. The parent is to fill out the Verification of Head Lice Treatment form and bring it in the day the child returns. The child will be checked for the presence of live lice. If none are found, the child may return to class. Staff will coordinate with transportation to restart bus transportation.
7. Classroom staff must clean and sanitize classrooms with a head louse is found on a child. All dress-up clothes, hats and stuffed animals must be dried in a hot dryer for 10 minutes or bagged for two weeks. Carpets and upholstered furniture must be thoroughly vacuumed.

**Supporting Documents**

Head Lice Parent Packet mh7/22/15