

## Jefferson County Public Schools (JCPS) Health Services

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### Head Lice and Nits Procedures for School Personnel

#### Guidelines

**Purpose:** To educate school personnel on current recommendations and JCPS guidelines related to nits and head lice.

**Objectives:** Participant(s) will be able to demonstrate and/or verbalize the following competencies:

1. Follow JCPS head lice and/or nits guidelines for performing checks on students
2. To know characteristics of and identify lice and/or nits
3. Understand the procedures on the **Managing Nits & Head Lice Flowchart** in order to refer student and their family to appropriate resources- i.e. Family Resource/Youth Service Center (FRYSC), etc.

**Requirements:** The principal is responsible to choose all appropriate personnel such as teachers, nurses (if applicable), assistants, office staff, and other school support staff within the school who would be responsible for following head lice procedures. At the beginning of each school year, and with each outbreak, JCPS Head Lice Guidelines should be reviewed via the website.

## Medical Impact of Head Lice

The American Pediatric Association, the Harvard School of Public Health, and the National Association of School Nurses have adopted the position that students should not be excluded from school due to suspected head lice or due to nits only. The reason for adopting such a position is because studies have shown that head lice do not pose a health threat to the community. According to the Centers for Disease Control and Prevention (CDC), "Contact with an already infested person is the most common way to get head lice. Head-to-head contact is common during play at school and at home (sports activities, on a playground, slumber parties, at camp)." Additionally CDC list less common ways of transmission such as: wearing clothing such as hats, scarves, coats, sports uniforms, using infested combs, brushes, or towels, and/or from bedding, or carpeting, etc. The Kentucky Department of Education and Kentucky School Board Association also support focusing on live lice cases only.

Head lice do not pose a significant health hazard and are not known to spread disease. Many times there are no symptoms, but the most common symptom is itching. At times, scratching leads to irritation and secondary bacterial infection that may require treatment with an antibiotic. There is no public health risk from a head lice infestation or exposure. The largest impact of head lice comes not from the condition itself but from our own fears, reactions and emotions towards head lice. A case of head lice in a school setting can create fear among the school and its community that is far greater than it should be when one considers the actual health threat that lice pose. Anxiety over head lice can also lead to inappropriate treatments that pose significant health hazards to the child and his or her household.

## Head Lice Life Cycle and Transmission

### **General Introduction**

Head lice are tiny, wingless insects that are parasites living outside the body of the host. They are small in size, about 1 - 5 mm or 1/32 to 3/16 of an inch in length, and either light gray or dark colored in appearance, the latter due to ingested blood. They are flattened top to bottom and have six jointed legs with specially adapted claws for holding onto hair. They can move about readily from hair to hair, but are most adept at clinging to prevent dislodgement. They survive by piercing the skin to feed on blood and are almost exclusively associated with hair on the neck and scalp. Lice found on humans will **not** survive on other animal hosts.

### **Feeding**

The head lice feed by using teeth to penetrate scalp skin at the base of a hair or behind the ears. This feeding activity can be a source of irritation and leads to the itching/scratching characteristic of the infestation. Lice can only live on human blood and can eat several blood meals per day, interrupted by resting/digestion periods between feedings. Although head lice feed on blood-they **are not known to transmit any diseases**. Skin irritation at the feeding site, secondary bacterial infections from scratching, and the psychological "trauma" of the infestations are the chief human health concerns associated with head lice.

### **Life Cycle**

The life cycle of head lice occurs in three stages. The first stage involves head lice eggs. Eggs are attached to hairs individually by the female and are commonly known as "nits." A nit adheres to hairs stubbornly by adhesive substances secreted by the female. This nit "glue" is very resistant to mechanical and chemical removal. Eggs that are likely to hatch are usually located within 1/4 inch

of the scalp and will hatch in about one week (range 6-9 days). The CDC published a study in May of 2001, which showed only nine of 50 children with nits alone (18%) converted to “live” lice. If a nit hatches this is known as the nymph stage. The nymph stage lasts about 7 – 10 days. The final stage is when the nymphs mature into adult lice. This stage is where body growth stops and sexual maturation occurs. There are separate sexes in head lice and females must mate and be fertilized in order to produce viable eggs. This needs only to occur once. A mated female can continue to produce eggs for the duration of her life, which is about 30 days. She can lay about 3 – 4 eggs daily during this period, thus totaling over 150 eggs being laid during a 30 day period.

### **Transmission**

It is important to note that head lice are not long-distance travelers, and they are poorly adapted to life away from the host. Although adept at moving from hair to hair, they **cannot** jump nor can they crawl great distances (from the floor to someone’s head, for example). Head lice move from person to person primarily by direct hair-to-hair contact, and less frequently through shared combs, brushes, hats, etc. Head lice may also be transmitted through shared bedding (e.g., pillow cases). Lice cannot survive for more than a couple days away from the host. This is because the lice are very susceptible to dehydration and will rapidly starve if removed from a blood source. Eggs can survive longer off-host periods (a week or more), but the hatched nymph must come in contact with human head hair almost immediately or it will perish. Lice are very host-specific, and will not survive on pets – **you cannot get lice from your dog or cat.**

### **Managing Head Lice and/or Nits**

A step by step flowchart was developed by the Head Lice Task Force in order for school personnel to follow a consistent procedure in managing head lice and/or nits. The flowchart, ***Managing Nits & Head Lice Flowchart***, includes steps to take if nits only are found and if live lice are found. For example, **if nits only are found** the flowchart states that the student **will not** be excluded from school. However, parents are notified and provided the following information:

- School Notice of Nits Only
- Head Lice Advice Packet

If **live lice are found** the child is **excluded from school** and the Family Resource Youth Service Center Coordinator (FRYSC), Counselor, or School Nurse (per Principal designee) will contact the parent and discuss procedures for the child returning to school. When student is rechecked upon returning to school and **only nits** are found then the student is allowed back to class and the nits only section on the flow chart is followed.

If a student is checked by a Health Care Provider (e.g., private group, health department, Neighborhood Place staff) the student must return with a Healthcare Provider’s Statement of Examination and Release to Return to School Head Lice Free. The student is then rechecked for head lice/nits in five (5) school days. If a student is not checked by a Health Care Provider, they must return to school with a parent/guardian for recheck.

**Documentation** is also required as part of the flowchart process. **All schools are required to keep a *Head Lice and/or Nits Record*.** This record is to be kept on every student who is evaluated for head lice and/or nits during the school year. If your school uses a school health log, you must keep a separate ***Head Lice and/or Nits Record***. This form may be used for collecting data, evaluating our guidelines and procedures and may be copied by Social Workers/ADPP/CPS when necessary.

**For more specific steps to follow refer to the *Managing Nits & Head Lice Flowchart*.**

## Screening Process

### **Equipment and Supplies Needed:**

- Applicator stick or tongue depressor
- Strong source of natural light, high intensity lamp, or strong flashlight
- Magnifying glass with a light source or reading glasses if possible
- Disposable gloves (optional)
- Transparent tape (to place nit or lice on to show parent)

### **Screening Technique:**

When a member of school staff suspects a student has head lice, the following steps should be followed:

1. The student is sent to designated staff for a head lice check. **Remember confidentiality, discretion, and tact is of importance to maintain the student's self-esteem and head checks should be done in a private area.**
2. Carefully part the hair using the applicator stick or tongue depressor and examine the hair and scalp for nits or crawling lice. Begin by inspecting the nape of the neck and the area behind the ears. If nothing is seen in these areas, continue to inspect the rest of the head to ensure the absence of lice and nits.
3. After a head check, the student may return to class. If nits were identified, the student can remain in class until the end of the day and return home on their routine transportation. If lice were identified, the parent/guardian is contacted to pick up the child from school so treatment can begin immediately. If the parent/guardian cannot be reached or is unable to come to the school, the student can remain in class for the remainder of the day and go home on the usual method of transportation. Treatment must occur, however, before the student can return to school.
4. The parents must be contacted (verbal communication is preferred) and informed of the findings.

A *JCPS Exposure to Head Lice and/or Nits Notice* **must** be sent home notifying classmates' parents that a case of head lice is suspected and asking them to check all of their children for head lice. If only nits have been identified, the parents will only receive the exposure notice described above. If lice have been identified, the school **must** also provide classroom parents with information about head lice infestation and how to clean the home. This information has been compiled into the *Head Lice Advice Packet*. **Please remember to follow all steps in *Managing Nits & Head Lice Flowchart*.**



## **Information About Head Lice Treatments**

Methods of treatment include mechanical removal, treatment with pediculicides, prescription medications, and topical treatment with alternative products. If unsure of what treatment to use, the parent/guardian should contact their child's healthcare provider for assistance. JCPS and the Louisville Metro Department of Public Health and Wellness (LMDPHW) do not support the use of lindane, kerosene, or other flammable liquids to treat head lice.

### **Common treatment problems include:**

- Incorrectly following the package directions (Products may not be completely effective if directions are not followed precisely).
- Retreating due to the presence of nits after the initial treatment. There are no head lice medications that eliminate nits. Nits must be removed with a nit comb or fingernails immediately after treatment. Retreat only if live lice are seen seven or more days after the initial treatment or as the product's directions recommend.
- Treating the head routinely to prevent head lice. If there are no signs of head lice, repeated treatments can lead to scalp irritation, systemic toxicity (with some products), and development of resistance to head lice products.
- Child continues to scratch head after treatment and is retreated without evidence of lice or nits. All head lice medications can cause drying and irritation of the scalp resulting in itching and flaking of the scalp. Thus, you must recheck the child and confirm live lice before retreating.
- Misidentifying head lice. Hair spray and dry scalp can be mistaken for nits. Dry scalp particles fall away easily when touched. Hair cast, hair spray, or other hair products should slide on the hair shaft easily. Nits will cling to the hair shaft. We recommend washing the child's hair to get hair spray or other hair products out and then thoroughly re-inspect the child's hair.
- Not treating the home and/or school environment completely.

### **Steps to Eliminate Head Lice/Nits in the Classroom**

1. Vacuum all carpeted areas, pillows, rugs, carpet squares, and upholstered furniture (such as couches, chairs, and bean bags) daily. Continue that care for 10 days beyond the last identified case of head lice. Discard the vacuum bag after each day's cleaning.
2. Do not use aerosols or fumigation sprays because lice do not hide in wall crevices and floor cracks like cockroaches or other household pests. Vacuuming is adequate.
3. Hang all outerwear (coats, hats, scarves, and mittens) and backpacks in separate lockers or in garbage bags. If using garbage bags, label with each child's name. For safety purposes, maintain garbage bags in areas where children will not have access.
4. Suspend all activities, games and learning stations that involve the sharing of personal items or clothing.
5. Place cloth items that cannot be laundered, vacuumed, or dry-cleaned in a tightly sealed container with a lid or a plastic bag for fourteen (14) days. This includes play clothing, linens, smocks, and cloth toys.
6. Wipe all cots and mats daily using a JCPS approved germicidal product (e.g., Virex) obtained from Housekeeping Services.

### **Steps for Treating the Home Environment**

1. Notify other members in the household to check for lice. Everyone in the household should be checked at the same time so treatment, if needed, can begin immediately.
2. Wash clothes, bed linens, and towels in HOT water (130-140° F) after family members have been treated so they do not become re-infected by any lice still living on those items. Do not leave clothes on floors or furniture. Wash bed clothes, bed linens and towels daily for ten (10) days beyond the last case of identified head lice.
3. Dry clothes on the hot cycle for at least twenty minutes.
4. Remove items that are not machine washable (such as stuffed animals, headphones, and hats) from the environment until they are dry cleaned or stored at room temperature in a tightly sealed plastic container with a lid or a plastic bag for fourteen (14) days. If plastic bags are used, keep bags secured in area where children will not have access.
5. Vacuum ALL carpets, pillows, rugs, cars, car seats, and upholstered furniture (such as couches, chairs, and bean bags) DAILY for 10 days beyond the last identified case of head lice. You may vacuum your bed and pillow daily if unable to wash linens daily.
6. Disinfect combs, brushes, hair ties, barrettes, sports helmets, headphones, and other objects that come in contact with the head by soaking them for thirty (30) minutes in a solution of a head lice treatment product or a disinfectant (one quart of water mixed with 1 ½ tablespoons of Lysol). Putting items into an automatic dishwasher and running the complete cycle is also an option.
7. Do not use aerosols or fumigation sprays because lice do not hide in wall crevices and floor cracks like cockroaches or other household pests. Vacuuming is adequate.

## Nits Only

A student found to have nits only is NOT to be excluded from school. Students with nits only will have their head rechecked at five (5) school days after the initial nits were discovered. If they still have nits, these students will have their head rechecked in another five (5) school days [ten (10) days after the initial finding]. If they still have nits 10 days from the initial discovery, designated staff are to initiate the **Head Lice/Nits Referral Intervention Form**. This form is to be completed by designated staff and/or the FRYSC, Counselor, or School Nurse (per Principal designee). Documentation of all head checks must be made on the **Head Lice and/or Nits Record**.

### **Intervention Process for Nits Only**

If a student is found to have **nits only** after being screened at school for **the first time or as a recheck after live lice**, the school staff should:

1. Let the **student return to class** immediately.
2. **Notify** the student's parent/guardian that **nits only** were found during a head lice screening today.
3. Provide parent/guardian with **School Notice of Nits Only** letter.
4. Provide the parent/guardian with **Head Lice Advice Packet**
5. Check the entire class and siblings for nits.
6. Send *Exposure to Head Lice and/or Nits Notice* to the student's **entire** class.
7. **Document** the activity on the student's **Head Lice and/or Nits Record**.
8. Follow Steps to Eliminate Nits and Lice in the Classroom.
9. Recheck student in five (5) school days.

If a student returns to school with a healthcare provider's statement that the student is nit and/or lice free, the designated school staff must recheck the student's head in five (5) school days. This student **cannot** be rechecked prior to five (5) days after the statement is submitted to the school unless there is another case of head lice in the student's classroom, on a sibling, or on another member of the student's household.

If upon recheck, the student still has nits, school staff should continue to monitor the child for signs of live lice and recheck on five (5) more school days. If upon recheck at 10 days from the initial first nit identification, a *Head Lice/Nits Referral Intervention Form* should be completed. Documentation must also occur on the **Head Lice and/or Nits Record**.

If at anytime, the student who initially **had nits only** is found to have live lice, school personnel should begin following the live lice pathway on the flowchart.

**Jefferson County Public Schools**

**School Notice of Nits Only**

Date: \_\_\_\_\_

To the Parent/Guardian of: \_\_\_\_\_

During a screening today, evidence of nits, which are head lice eggs, were found in your child's hair. The nits may hatch into live lice within seven (7) days. This is why it is important to begin removing these nits today. This will require use of a fine-toothed comb (nit comb) and good light. During this process, you should do one small section of your child's hair at a time.

If your child has **nits only and no live lice**, he/she is **not** excluded from school.

The attached Head Lice Advice packet will be helpful for you as you thoroughly examine your child's hair. If nits are not completely removed, they may hatch into live lice so this packet contains information about handling nits as well as live lice.

Your child will be rechecked by designated school personnel after five (5) days of this notice and appropriate follow-up notification will follow.

Thank you for your cooperation. Please feel free to call our school if you have any questions or concerns.

Sincerely,

Principal

## Live Head Lice

A student found to have live head lice is to be excluded from school. Students must be lice free in order to return to school. If the student leaves school before dismissal, time missed will be marked as excused. However, each subsequent day missed due to head lice is unexcused.

If a student is found to have live head lice, the **school staff will:**

1. **Contact the FRYSC, Counselor, or School Nurse** (per Principal designee) so they can contact the parent/guardian.
2. **Contact** the parent/guardian to pick up the student from school. If the parent/guardian is unable to pick up the student, the student may return to class and be allowed to go home via their usual mode of transportation.
  - a. During this conversation, the FRYSC/Counselor/School Nurse (per Principal designee) will **discuss** the identification of the head lice, explore barriers to head lice treatment, review criteria for re-admittance to school, and discuss the consequences for failure to treat head lice.
  - b. **Provide** parent/guardian with ***Exclusion from School for Head Lice*** letter
  - c. **Provide** the parent/guardian with ***Head Lice Advice Packet***.
3. Ensure that a copy of the ***Exposure to Head Lice and/or Nits Notice*** is **sent** to the student's **entire** class.
4. Check the entire class and siblings for head lice.
5. Follow *Steps to Eliminate Nits and Lice in the Classroom*.
6. After the second ongoing occurrence the FRYSC/Counselor/School Nurse (per Principal designee):
  - a. Conferences with parent/guardian while still at school.
  - b. Sends student home with parent/guardian.
  - c. Checks CPS status with Hotline and reports any head sores present (Anytime head sores are present a referral to CPS may be made).
7. At the third occurrence FRYSC/Counselor/School Nurse (per Principal designee):
  - a. Completes the Department of Pupil Personnel Head Lice Intervention Form and submits to Pupil Personnel.
  - b. Schedules (in conjunction with Neighborhood Place Program Specialists) a Head Lice Intervention Conference with the parent/guardian.

Upon return to school, the parent/guardian must accompany the student or the student must have a completed *JCPS Healthcare Provider's Statement of Examination and Release to Return to School Head Lice Free* form.

Designated school staff should recheck student's hair upon return to school unless they bring the signed statement from a healthcare provider. If the student has a signed *JCPS Healthcare Provider's Statement of Examination and Release to Return to School Head Lice Free* form, the student may return to the classroom. This student must be rechecked in five (5) school days from their return to school by designated school staff, only if the healthcare provider indicated nits only were present. All head checks must be documented on the ***Head Lice and/or Nits Record***.

If a student returns to school for their first recheck and do not have the JCPS form from their healthcare provider, they must be accompanied by a parent/guardian. If live lice are identified, this continues as the second occurrence and a FRYSC/Counselor/School Nurse (per Principal designee) conference will occur immediately- after which the student will be sent home with the parent/guardian and must remain excluded from school until effective treatment has occurred.

This activity must be documented on the ***Head Lice and/Or Nits Record***. A call should also be made to CPS to see if there is already an active case and/or to report any head sores that may be present. If the student continues to have live lice, (the third occurrence) the FRYSC/Counselor/School Nurse (per Principal designee) will complete the *Department of Pupil Personnel Head Lice Intervention Referral Form* and submit it to Pupil Personnel. This process will stimulate an intervention conference with the parent/guardian; generally held at the local Neighborhood Place or the place of closest proximity for the parent/guardian. If the head lice intervention conference is unsuccessful, the student will be referred to the Kentucky Department for Community-Based Services Permanency and Protection by the Department of Pupil Personnel.

**Jefferson County Public Schools**

**Healthcare Provider's Statement of Examination and Release to Return to School Head Lice Free**

I have examined \_\_\_\_\_ on \_\_\_\_\_ and find that  
(Name of child) (Date)

- He/she is
- lice free
  - nit free
  - lice and nit free
  - has nits only

If the "has nits only box" is checked, both the parent/guardian and I understand that this child will be rechecked at school five (5) school days from the date he/she returns to school.

\_\_\_\_\_  
Signature of HealthCare Provider

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Printed Name of HealthCare Provider

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Address of Examiner

\_\_\_\_\_  
Phone Number of Examiner

**Jefferson County Public Schools**

**Exposure to Head Lice and/or Nits Notice**

Date: \_\_\_\_\_

Dear Parent/Guardian:

A classmate of your child has head lice and/or nits. Please check your child's hair every two (2) days for approximately one (1) week.

In addition to checking your child's hair for the next week, please follow the following prevention tips:

- Teach your child not to share combs, brushes, hair ornaments, hats, caps, scarves
- Teach your child to hang coats separately
- Cleanse and disinfect headgear (i.e., headsets, helmets, etc.) prior to using
- Do regular head lice checks on your child and remove all nits, if found

In the event head lice are found on your child, treatments are available without a prescription at drug and grocery stores. Please read and follow the package directions carefully, consulting your child's healthcare provider if you have any questions about the treatment to use. If you have any difficulties treating head lice, nit removal on your child, or wish to have further information or handouts, please contact the school, local health department, or your child's healthcare provider.

Thank you for your cooperation.

Sincerely,

Principal

**Jefferson County Public Schools**

**Exclusion from School for Head Lice**

Date: \_\_\_\_\_

To the Parent/Guardian of: \_\_\_\_\_

During a screening today, evidence of head lice was found in your child's hair. Head lice have nothing to do with the cleanliness of a house or parenting skills. Head lice are spread by head-to-head contact, although sharing hats, combs, and other hair accessories may also spread head lice. Head lice cannot jump or fly. Head lice crawl and are not a risk to pets.

Please begin treatment as soon as possible so your child does not miss learning opportunities in the classroom. **Jefferson County Public Schools requires students to be lice free upon returning to school.** The attached information will be helpful for you to examine your child's hair thoroughly for signs of lice infestation (live lice and/or nits). Head lice may be treated with shampoos specifically labeled for head lice. Read and follow directions carefully or consult with your child's healthcare provider. If your child has allergies or asthma, please consult with your child's healthcare provider prior to treatment. **If the package directions indicate,** apply a second treatment 10 days later to kill lice that hatch after the initial treatment.

After treatment and removal of all lice, your child may return to school by choosing one of the following two options:

**OPTION 1- SCHOOL RECHECK**

You must accompany your child upon their return to school. Upon returning to school your child will be rechecked by designated school personnel for live lice. If live lice are found, the student must return home with the parent/guardian for appropriate treatment.

**Option 2 – HEALTHCARE PROVIDER'S STATEMENT OF EXAMINATION AND RELEASE TO RETURN TO SCHOOL HEAD LICE FREE FORM**

Your child must bring the completed form from your healthcare provider to school with them when they return. He/she will be rechecked at school again in five (5) school days only if nits were identified by that healthcare provider.

Thank you for your cooperation. Please feel free to call our school if you have any questions or concerns.

Sincerely,

Principal

### **Head Lice Referral**

A FRYSC/Counselor/School Nurse (per Principal designee) head lice and/or nits referral should be made to ensure early intervention. A head lice and/or nits referral should help reduce absences and to help assemble resources needed to support the family in developing strategies to eliminate head lice/nits. This referral is to help student's stay in the classroom and learn in a positive environment.

#### **Procedure for Head Lice Referral Intervention Form**

This form is used for school based interventions.

1. A FRYSC/Counselor/School Nurse (per Principal designee) will complete the intervention form when a student has had nits only for 2 rechecks and 10 days.

**OR**

2. A FRYSC/Counselor/School Nurse and/or designated school staff (per Principal designee) will complete the intervention form when a student has live lice for 2 consecutive head checks.

#### **Procedure for Department of Pupil Personnel Head Lice Conference Referral**

A Department of Pupil Personnel Head Lice Intervention Conference Referral is to be initiated when:

1. A student has had three rechecks and live bugs are still present.

**OR**

2. A student has missed  $\geq 6$  unexcused days of school due to head lice.

Please see attached forms.

**Jefferson County Public Schools**

**HEAD LICE AND/OR NITS REFERRAL INTERVENTION FORM**

Student Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Number: \_\_\_\_\_

Teacher: \_\_\_\_\_

Number of Days Absent: \_\_\_\_\_ Dates Missed Due to Head Lice: \_\_\_\_\_

Referring Staff Member Name: \_\_\_\_\_

**PLEASE ATTACH COMPLETED HEAD LICE AND/OR NITS RECORD**

INFORMATION BELOW IS TO BE FILLED OUT BY FRYSC/COUNSELOR/SCHOOL NURSE

<b>Date of Intervention</b>	<b>Intervention</b> (i.e. phone call, home visit, conference)	<b>Outcome/Referrals Made</b>

Other Notes:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FRYSC/Counselor/School Nurse (per Principal designee) Signature:  
\_\_\_\_\_

**Please attach completed form to student's *Head Lice and/or Nits Record***

## Conferences

### **Head Lice Intervention Conference**

A head lice intervention conference is a further attempt to reduce absences and to help assemble resources needed to support the family in developing strategies to eliminate head lice. This referral is to help student's stay in the classroom and learn in a positive environment. If the problem is not resolved at this level, a referral will be made to the Kentucky Department for Community-Based Services Permanency and Protection.

### **Description of Process for Head Lice Intervention Conference**

A student should be referred for a Head Lice Intervention Conference if they have had 3 rechecks and live lice are still present or the student has accumulated 6 unexcused days. Documentation of all school based interventions should be made available prior to conference. The Department of Pupil Personnel Head Lice Conference Referral form and all documentation should be completed by the FRYSC/Counselor/School Nurse (per Principal designee) and faxed to the Department of Pupil Personnel. All documentation will be sent to the appropriate ADPP/School Social Worker who will then coordinate with the JCPS Program Specialist in arranging a head lice intervention conference at their Neighborhood Place or the place of closest proximity for the parent/guardian.

The core head lice intervention team is composed of Neighborhood Place Team members representing the agencies from JCPS, Louisville Metro Human Services, and the Kentucky Department of Community Based Services Permanency and Protection and Family Support. Other team members will be invited to participate as needed or as requested from the parent/guardian.

### **Procedure for Head Lice Intervention Conference**

The JCPS ADPP/School Social Worker receives appropriate referral from local school of students who have chronic head lice. The JCPS ADPP/School Social Worker will coordinate with the JCPS Program Specialist in scheduling and notification for the head lice intervention conference. The Program Specialist will notify the team members that the session has been scheduled.

### **Meeting Agenda**

- The ADPP/School Social Worker will present information concerning the absences and any measures taken for the child.
- The parent/guardian will be asked to discuss all measures that have been taken by the family to eliminate the head lice, including treatment for the student, the family and the environment.
- The group will discuss any changes that should be made in treatment and methods to overcome any barriers that were identified.
- The facilitator will request help for the family from other agencies as needed.
- The facilitator will complete the *Head Lice Intervention Conference* form and will obtain parent/guardian and team signatures.

The student will be referred to the Kentucky Department of Community-Based Services Permanency and Protection by JCPS staff if:

1. The family does not keep the appointment for the scheduled Intervention Conference.

**OR**

2. The student continues to have repeated cases of head lice that result in absenteeism.

**Jefferson County Public Schools  
DEPARTMENT OF PUPIL PERSONNEL  
HEAD LICE CONFERENCE REFERRAL FORM**

Please fax to Pupil Personnel at 485-6222

Date of Referral: \_\_\_\_\_ School \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Contact Numbers: \_\_\_\_\_

Teacher: \_\_\_\_\_

Number of Days Absent: \_\_\_\_\_

Dates Missed Due to Head Lice: \_\_\_\_\_

Has a Truancy Referral been made?  Yes  No

Referring Staff Member: \_\_\_\_\_

Staff Member Number: \_\_\_\_\_

**PLEASE ATTACH COMPLETED HEAD LICE AND/OR NITS RECORD(S) & HEAD LICE AND/OR NITS REFERRAL INTERVENTION FORM(S)**

**Jefferson County Public Schools**  
**HEAD LICE INTERVENTION CONFERENCE**

Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Student(s): \_\_\_\_\_

School: \_\_\_\_\_

Dear Parent/Guardian:

The above named student(s) has been referred to this office for chronic head lice. In spite of the school's efforts and your efforts at home, the problem has continued. If head lice are not treated effectively our concern is that further related health problems may develop causing additional, prolonged, unexcused absences. Thus your child will not be getting the best education possible.

A Head Lice Intervention Conference has been scheduled to develop a plan of action to resolve this problem. The purpose of this conference is to help identify solutions in eliminating head lice and to avoid any possible referrals to Child Protective Services. Representatives from Jefferson County Public Schools, Child Protective Services, and the Neighborhood Place staff will be invited to attend this meeting as well. The scheduled appointment is as follows:

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Address: \_\_\_\_\_

Please understand that should you fail to keep this Head Lice Intervention Conference appointment, this situation will automatically become a referral to Child Protective Services for disposition. If you are unable to attend on this scheduled date and time, you must call immediately to reschedule. If you have any questions, you may call me at

\_\_\_\_\_.

Sincerely,

School Social Worker  
Jefferson County Public Schools

N.P. \_\_\_\_\_  
Date \_\_\_\_\_  
Referred by \_\_\_\_\_

### HEAD LICE INTERVENTION CONFERENCE

CHILD'S NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
PARENT(S)/ GUARDIAN(S) \_\_\_\_\_ SCHOOL \_\_\_\_\_

#### Problem Statement

Environmental Factors

Sleeping Arrangement \_\_\_\_\_

Laundry Practices \_\_\_\_\_

Other \_\_\_\_\_

Lack of Equipment  Vacuum  Washer/Dryer  Nit Combs  
 Treatment

Financial (Specify) \_\_\_\_\_

Other Remarks \_\_\_\_\_

#### Intervention Strategies

Provided/Loaned

Nit Combs  Medication  Other \_\_\_\_\_

Parent(s)/Guardian(s) will

Wash all items  Treat child's hair (medication,  
comb and pick nits)  
 Treat household members, if needed  Keep a treatment calendar

Other \_\_\_\_\_

Additional strategies \_\_\_\_\_

I, \_\_\_\_\_ agree to complete the plan discussed above. I understand that if my child does not return to school lice free by \_\_\_\_\_ or continues to have repeated cases that results in absenteeism, my child will be referred to Department of Community Based Services (CPS).

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Conference Participants**

Name	Agency	Name	Agency
1.	Parent	5.	
2.		6.	
3.		7.	
4.		8.	

**Household Members**

Name	Age	Relationship	✓ if treated for Head Lice in last 6 months

**Please record any information considered relevant in this case**

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**Attachment(s)**

- Student's Calendar Form (JCPS)       Head Lice Record
- Head Lice and/or Nits Referral Intervention Form

**Check List**

- Discussed medication use       Medication given
- Discussed treatment of environment       Discussed removal of nits
- Gave lice advice       Resource discussed
- Discussed potential CPS/Court Involvement

# **Head Lice Advice Packet**



## LICE CHECKLIST FOR PARENTS

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\_\_\_\_ 1. Get the medication for lice from your doctor, clinic, or drugstore. (A Medical Card will cover the cost, with doctor's prescription.)

\_\_\_\_ 2. Carefully check all members of your family, especially behind the ears and at the nape of the neck. Look for red streaks from scratching. Treat only members who have lice/nits.

\_\_\_\_ 3. Treat head and scalp ONLY AS DIRECTED by manufacturer of the treatment you choose. Over-treatment may poison the person. The hair should be completely wet with medication.

\_\_\_\_ 4. Set the time for the length of time that the medication is to remain on the hair.

\_\_\_\_ 5. Rinse medication out of hair. Rinse with water and towel dry.

\_\_\_\_ 6. Do not use vinegar after using medication. Vinegar weakens the effect of the treatment.

\_\_\_\_ 7. Divide hair into sections. Then, with a very fine-tooth comb, comb through hair, pulling out all nits. Nits may need to be pulled out with fingers.

\_\_\_\_ 8. The best way to see the lice eggs or nits is in a very bright light. Sunlight is the best light. If you miss even one nit, it may hatch 90 to 150 eggs/nits.

\_\_\_\_ 9. Every morning (for ten days), before leaving for school, each child should be checked for redness of scalp, additional nits/eggs, or lice.

\_\_\_\_ 10. Teach your child not to share others' hats, scarves, coats, combs, brushes, etc.

\_\_\_\_ 11. Collect all bedding-sheets, pillows, pillowcases, and blankets-and machine wash items at hottest temperature (150 degrees).

\_\_\_\_ 12. After washing, put bedding into dryer at hottest-temperature setting for at least 20 minutes, or until dry.

\_\_\_\_ 13. Pillows and stuffed animals that cannot be washed must be put into a plastic bag, tied off, and left completely closed for at least 14 days.

\_\_\_\_ 14. Vacuum all rugs very thoroughly. Vacuum all couches, chairs, car headrests, car seats-anywhere that the back of someone's head might touch.

\_\_\_\_ 15. Throw away all plastic bags and vacuum bags after use.

\_\_\_\_ 16. All combs and brushes must be soaked in a disinfectant (disinfectant: one quart of water with one and one-half teaspoonfuls of Lysol or treatment solution) for 30 minutes or boil for 10 minutes.

## Head Lice and/or Nits Advice

### Head Lice and/or Nits General Information

The life cycle of head lice occurs in three stages. The first stage involves head lice eggs. Eggs are attached to hairs individually by the female and are commonly known as “nits.” A nit adheres to hairs stubbornly by adhesive substances secreted by the female. This nit “glue” is very resistant to mechanical and chemical removal. Eggs that are likely to hatch are usually located within 1/4 inch of the scalp and will hatch in about one week (range 6-9 days). The Centers for Disease Control and Prevention (CDC) published a study in May of 2001, which showed only nine of 50 children with nits alone (18%) converted to “live” lice. If a nit hatches this is known as the nymph stage. The nymph stage lasts about 7 – 10 days. The final stage is when the nymphs mature into adult lice. This stage is where body growth stops and sexual maturation occurs. There are separate sexes in head lice and females must mate and be fertilized in order to produce viable eggs. This needs only to occur once. A mated female can continue to produce eggs for the duration of her life, which is about 30 days. She can lay about 3 – 4 eggs daily during this period, thus totaling over 150 eggs being laid during a 30 day period.

### How Do They Spread?

- Direct contact: Head to head contact
- Indirect contact: Sharing combs, brushes, scarves, hats, coats, “dress-up” clothes, headphones, stuffed animals, and shared surfaces, like sleeping mats.

### The True Facts of Head Lice

- Head Lice do not transmit disease
- A hair permanent will not get rid of head lice
- Commercial hair dryers do not get hot enough to kill head lice. If temperatures hot enough to kill head lice were produced, extreme discomfort or burns would result.
- Hair spray will not prevent you from getting head lice.
- Hairdressings (Vaseline, baby oil, etc.) will not prevent head lice and/or nit attachment.
- Vaseline rinses do not control head lice.
- Home remedies, such as bleach, kerosene, and coal oil, do not work as head lice treatments. Caution: these products are not safe to use and are not approved for head lice treatment.
- Keeping hair short does not prevent you from getting head lice. Studies have indicated that long hair is not more likely to be infested than short hair.
- A hair cut will not get rid of head lice. Lice treatment products should be used. People with short hair can have lice, too.
- Head lice infestation is not related to poor hygiene. Head lice may be present at all socioeconomic levels.
- Head lice do not hop, jump, or fly. Lice have claws that cling to the hair shaft.

- The home or school does not need to be sprayed, dusted, or otherwise treated with insecticides. Lice do not hide in wall crevices and floor cracks like cockroaches or other household pests. Vacuuming is adequate.
- Pets do not give head lice to humans. A pet shampoo is not an effective treatment for head lice.

### **Screening Process**

#### **Equipment and Supplies Needed:**

- Applicator stick or tongue depressor or long tailed (rat tailed) comb
- Strong source of natural light, high intensity lamp, or strong flashlight
- Magnifying glass with a light source or reading glasses if possible

#### **Screening Steps:**

- Begin by separating the hair into small sections.
- Using a natural light or high intensity lamp and magnifying glass if needed, examine the hair behind the ears, back of the neck and scalp for crawling lice or attached nits.
- If no lice or nits are found in these areas, continue to inspect the rest of the head.

#### **Things to Know:**

- Live lice are about the size of a sesame seed, usually brown, and move quickly away from light.
- Nits are tiny, yellowish-white oval eggs firmly attached at an angle to the hair shaft.
- Be sure not to confuse nits with hair debris such as dandruff, hair spray, dry scalp. These items can be removed from the hair easily.
- Nits adhere firmly to the hair shaft and require manual removal with lice comb or your fingernails.

#### **Common Treatment Problems:**

- Often people do not follow the directions **exactly** (for example, some products must be applied to dry hair) as written on the product label
- Often people re-treat the head because nits are still present after first treatment. **There is no head lice medication that gets rid of nits.** A nit comb or fingernails must remove them immediately after treatment. Re-treat no sooner than 7 days and only if live lice are seen or if product directions advise it.
- Incorrectly following package directions. Products may not be completely effective if directions are not followed precisely.
- Often people treat the head repeatedly to prevent head lice. When lice are not present, repeated treatment can lead to scalp irritation. If overused, some products can be poisonous or may cause lice to become drug-resistant.
- Often the children continue to scratch his/her head after treatment, even though free of lice or nits. All head lice medications cause drying and irritation of the scalp, which can lead to itching and flaking of the scalp.
- Often hair spray and dry scalp can be mistaken for nits. Dry scalp will remove when touched. Hair spray can be washed out. Nits will cling to hair shaft. After a thorough shampooing, check head.
- Not completely treating the home and household items.

## **NIT CHECKLIST FOR PARENTS**

- \_\_\_\_\_ 1. Gather equipment: “rat tail” comb, pencil or pen, strong source of light (sunlight or high watt light bulb) or flashlight, magnifying glass or reading glasses.
- \_\_\_\_\_ 2. Have child sit comfortably in chair or on floor in front of you. With strong source of light carefully part child’s hair using a “rat tail” comb, pencil, or pen and examine hair for nits.
- \_\_\_\_\_ 3. Begin by inspecting at the nape of the neck and behind the ears. If nothing is seen in these areas, continue to check the rest of the head to ensure there are no nits seen.
- \_\_\_\_\_ 4. If nits found remove with fine toothed comb (nit comb) or it may be necessary to use your finger.

