



# POLICY

Effective Date: 12/17/2024

## Head Lice Policy

### Statement of Philosophy:

The discovery of head lice can be distressing for families, teachers, and caregivers. However, lice infestations can be managed with minimal disruption to a child's routine. Head lice affect individuals across all socioeconomic groups and are not caused by poor hygiene. Kids Central, Inc. is committed to supporting families through this process without excluding or isolating them from services when lice or nits are discovered.

### Procedure

#### Classroom Protocol

##### 1. Parent/Guardian Notification

- If a child is found to have lice or nits, Kids Central will contact the family by phone, when possible.
- The child will not be sent home early due to head lice or nits. Parents will be informed of the situation and advised that:
  - The child can return to school the next day if treated that afternoon with an over-the-counter treatment.
  - Depending on the child's age, contacting a pediatrician may be recommended.

##### 2. Educational Support

- Health staff will provide classroom staff with educational materials to distribute to families. These materials will include guidance on identifying lice, treatment methods, and cleaning procedures for the home.

##### 3. Classroom Activities

- After detecting lice or nits, classroom staff should minimize activities involving:
  - Sharing headgear or clothing (e.g., dress-up play).
  - Direct head-to-head contact among children.

##### 4. Classroom Cleaning

- Staff must clean the classroom, including bed linens and any items the affected child used within the two days prior to treatment.

##### 5. Family Notifications

- An exposure notice will be sent to families, informing them of a lice or nit case without identifying the affected individual. Families should check their child's scalp and inform the program if lice or nits are found.

##### 6. Follow-Up

- The affected child and their close contacts will be discreetly checked for lice over the three weeks following treatment.

##### 7. Staff Procedures

- If staff members are found to have lice due to close contact, the same protocols will apply to them.



### Home Base Protocol

#### 1. On-Site Discovery

- If a home visitor identifies or is informed that a child has lice or nits during a visit:
  - The visit will be completed while minimizing head-to-head contact.
  - The family will be informed that the child needs to be treated that afternoon.
  - The child may participate in future social events, field trips, and home visits once treatment is completed.

#### 2. Educational Support

- Home visitors will provide parents with materials explaining how to treat the child and clean their home, as well as how to check other family members for lice.

#### 3. Follow-Up Visit

- Families will be informed that the child's next regularly scheduled visit will occur as planned, provided treatment has been completed.

### Employees' Responsibilities:

Employees are responsible for following the policies and procedures as outlined in their program option instruction. Health Specialists will be available to support staff and families enrolled in the center or home-based option.

### Supervisor's Responsibilities:

Supervisors are responsible for ensuring the ongoing professional development of staff and that the appropriate policies and procedures are followed. This policy ensures a supportive and informed approach to managing head lice, prioritizing the well-being of children, families, and staff.

### Conduct and Violations:

Any violations of this policy will be considered a serious offense subject to disciplinary action up to and including termination.



Example violations include but are not limited to:

- Needlessly excluding children from care and causing unwarranted and excessive burdens on families.
- Refusal of services in the home-based program option.

### **Professional Development:**

Kids Central's Human Resources Specialist will provide training on this policy during orientation.