



April 2017

ADMINISTRATIVE MEMORANDUM NUMBER FORTY-FOUR
HEAD LICE AND BED BUG PROCEDURES

A. References

These procedures are derived from guidelines promulgated by the Center for Disease Control, Utah Department of Health, Salt Lake Valley Health Department, and National Association of School Nurses.

B. Statement of Purpose

Lice and bedbugs are a common problem among school-age children and children come into close contact daily at school. Consequently the potential for the transmission of head lice and bedbugs exists. Head lice and bedbugs do not cause disease and are, therefore, not a reportable communicable disease. Rather, lice and bedbugs can be seen as a nuisance and inconvenience.

C. Head Lice

1. Education

While head lice do not originate in schools and schools cannot prevent the spread of head lice, schools can be helpful to the community in controlling the spread of head lice through education in the following areas:

- a. Preventing the transmission of head lice
- b. Proper treatment of an infestation
- c. Notification of an infestation

2. Preventing the Transmission of Head Lice

- a. Granite School Nurse Services shall provide an educational flyer addressing prevention, transmission, detection and the need for treatment of head lice for distribution through the schools, as needed.
- b. Granite school nurses provide training for parents, guardians and school personnel upon request.
- c. School administrators are encouraged to collaborate with school nurses and other community organizations in the distribution of information about head lice prevention and treatment.

3. Proper Treatment of an Infestation
Information provided to parents and guardians shall include four basic components of treatment.
- a. Kill the Lice: Recognized treatments (both pediculicide and non-toxic) kill lice, but treatments may need to be repeated to be completely effective.
 - b. Remove the Nits (lice eggs): This essential step helps prevent self-re-infestation.
 - c. Clean and Treat the Environment: Personal clothing, bedding, car seats, etc.
 - d. On-going Inspections: All family members should be inspected daily for two weeks for possible re-infestation. Families should contact a physician for recurrent cases.

- 4 Intervention and Notification
School personnel are authorized to screen students for head lice if symptomatic but screenings are not to disrupt instructional time. When the presence of head lice is confirmed on a student, administrators and school nurses shall take appropriate action, which includes, but is not limited to, the following procedures.

- a. If a living louse is found in the hair and a child is considered actively infested:
 - i. Discretely remove the student from the classroom.
 - ii. Provide the parents/guardians with current information about the treatment of head lice.
 - iii. Send the student home with the parent or guardian for treatment.
 - iv. Send home the “Lice in the Classroom” letter with the other students in the classes of the student with the living louse.
- b. If nits are found (but no living lice):
 - i. The student may remain in the classroom.
 - ii. Provide the parents or guardians with current information about the treatment of head lice.
 - iii. Send the student home after school for treatment.
- c. If students are sent home for treatment either during or after school, the student should return to school the following day.
 - i. Parents or guardians are asked to report the treatment procedures used.
 - ii. Students who do not return the next school day should be contacted to determine the cause of the absence.
 - iii. Excessive absences due to head lice, difficult or recurrent cases and other special circumstances shall be referred to the school nurse.

C. Bed Bugs

1. Preventing Transmission
School nurses, with the help of administration, shall provide educational information to parents/guardians and school personnel regarding bed bugs upon request or as needed.

2. Managing Bed Bugs

- a. Employees shall report a child suspected of being infested with bed bugs to administration immediately.
- b. If bed bugs are visible on a child or the child's belongings, administrators shall discreetly remove the student from class and examine the student and the student's belongings and attempt to collect a specimen. Belongings may be retained in a plastic bag until the end of the school day.
- c. If students are found with bed bugs, administrators shall send bed bug educational materials home to parents/guardians. Students and the classroom environment shall be monitored closely thereafter.
- d. If bed bugs are visible in the classroom, administrators shall collect a specimen and call Granite School District Custodial Services (ext. 5634) for a room inspection and possible pest management treatment. In such circumstances, parents of all kids in the class shall be notified and receive educational materials at the discretion of administration.
- e. Students with bed bugs shall not be excluded from class.

/s/

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Superintendent