

<b>POLICY/PROCEDURE NAME &amp; REVIEW PROCESS</b>	<b>HEAD LICE POLICY</b> This policy and procedure has been created to provide all stakeholders with clear guidelines and transparency to our practices and procedures. We welcome feedback and input from all stakeholders at any time and this policy is subject to review based on feedback or due date of annual review.
<b>NATIONAL QUALITY STANDARD</b>	<b>QUALITY AREA 2- CHILDREN'S HEALTH AND SAFETY</b> <b>2.1 Health</b> 2.1.1 - Wellbeing and comfort 2.1.2 - Health practices and procedures
<b>NATIONAL LAW AND REGULATIONS</b>	170-Policies and procedures to be followed 171-Policies and procedures to be kept available 172- Notification of change to policies or procedures
<b>SCOPE OF POLICY</b>	This policy applies to all children, educators, staff, families, management, students, volunteers, and visitors at our service.
<b>AIM OF POLICY</b>	To ensure that our service has strong guidelines, procedures, and practices in place regarding head lice for all children who attend our service in order to support their safety, wellbeing, and protection. Our aim is to provide a clear policy, implement the policy, support practices relating to the policy, train staff regarding the policy and maintain and update the compliance of the policy for all our stakeholders.
<b>SERVICE IMPLEMENTATION</b>	<b>Implementation</b> Head Lice are tiny insects that live in human hair. They are not caused by poor hygiene, and they do not carry disease. Head Lice transfer from child to child when their hair is in close contact. For this reason, Head Lice infestation is common in childcare. Head lice cannot jump or fly. Head lice do not live or breed on animals, bedding, furniture, carpets, clothes, or soft toys. Research has shown that head lice are not spread by shared hats. Head lice eggs take 7–10 days to hatch, and adult lice can lay new eggs after another 6–10 days. The lice in a person's hair can be at various stages of their life cycle, so new eggs can be laid, and new lice can hatch continuously. <b>Symptoms</b> Lice often cause itching of the skin, but this is not always the case. Bites can cause the skin to become red and irritated, which can be made worse by scratching. You can see the lice and nits (eggs) if you look closely at your head and scalp. Nits look like tiny white dots attached firmly to the hair. They cannot be brushed or flicked off the hair but must be physically removed with fingers or fingernails. <b>Treatment</b> Treating head lice involves the removal of head lice and nits from the hair by either using the conditioner and comb method, or chemical treatments. The conditioner and comb method involve the use of conditioner and a special metal fine-toothed nit comb. The conditioner briefly stuns the lice making it easier for the nit comb to trap and remove the lice and nits. If you decide to use a chemical, it is important that you follow the instructions closely that come with it. 2 to 3 chemical treatments with a week in between each should remove living lice. No single chemical treatment will work for everyone. A nit comb can be used to look for any signs of living lice. <b>Conditioner procedure</b> <ul style="list-style-type: none"> <li>Generously apply conditioner to dry hair to cover the scalp and the full length of the hair.</li> <li>Untangle the hair with a wide-toothed comb.</li> <li>Place a fine-toothed headlice comb flat against the scalp and draw the comb through each section of hair from the roots to the ends.</li> <li>Wipe the comb after each stroke onto a tissue or paper towel, checking each time for head lice and nits.</li> <li>Comb each section of hair at least five times.</li> <li>Wash the hair as normal.</li> <li>Scrub both combs with an old toothbrush to remove any eggs or lice that may be present.</li> <li>Repeat the conditioner and combing method every second day to remove young lice as they hatch.</li> <li>Continue for ten or so consecutive days until no lice are found.</li> </ul>

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<b>Service Support Within Reach</b>	Warning -uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice				

### Head Lice procedure

- If we suspect that your child may have head lice, we will treat them with respect and seek approval from your child before checking their head. If they don't wish for this to occur, we will notify you.
- We will provide practical advice and a sympathetic attitude so as to avoid stigmatising families who are experiencing difficulty with the control measures.
- If we find children with head lice, we will encourage all children to keep hats on throughout the day until child/ren with head lice goes home to receive treatment.
- We will never treat your child's hair at the service.
- Children do not have to be sent home immediately from the service if head lice are detected.
- The child may return to the service as soon as 'effective treatment' has started.
- All families will be informed of an outbreak of head lice in conjunction with information from Staying Healthy in Childcare 6th Edition fact sheet, email and or through online service programs.

It is not a pleasant call to make alerting families to the fact their child has head lice however when we do, we would like the following commitment from you:

- Understand and commence treatment after collection of your child.
- Check for effectiveness of the treatment every 2 days until no lice are found for 10 consecutive days.
- Ensure their child does not attend the service with untreated head lice.
- Ensure the use of safe treatment practices which do not place their child's health at risk. Unsafe practices include treating hair with a product that contains an insecticide more often than once per week or using it as a preventative measure; using pet flea or tick treatments; fly spray or insecticidal surface sprays and dangerous products such as kerosene.
- Regularly (preferably once a week) inspect your child's hair to look for lice or lice eggs (using conditioner and a head lice comb is the easiest and most effective way to do this)
- Regularly inspect all household members and then treat them if necessary.
- You may send your child back to the service as soon as effective treatment has started.

Each member of the team plays an important role in the implementation of each policies guidelines, and they are outlined as below but not limited to the following:

#### The Approved Provider

- Will ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Will ensure they take reasonable steps to ensure that the nominated supervisor, educators, staff, and volunteers follow the policy and procedures.
- Will ensure they provide the nominated supervisor, educators, staff and volunteers the documentation to perform their role, follow policy, procedure, and document according to regulatory and service requirements.
- Will ensure that adequate induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Will ensure that the nominated supervisor and staff are equipped with ongoing professional development and training they require to comply with this policy
- Will encourage feedback from stakeholders regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will ensure the policy is kept up to date with current legislation, research, and best practice.

#### The Nominated Supervisor

- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Will ensure they take reasonable steps to ensure that the educators, staff, and volunteers follow the policy and procedures.
- Will ensure they provide the educators, staff and volunteers the documentation to perform their role, follow policy and procedure and ensure they are checking the documentation according to regulatory and service requirements.

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	<ul style="list-style-type: none"> <li>Will ensure that a rigorous recruitment process is completed, and a thorough induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.</li> <li>Will ensure that the staff are supported with ongoing professional development and training they require to comply with this policy.</li> <li>Will encourage feedback from stakeholders and staff regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.</li> <li>Will ensure the policy is kept up to date with current legislation, research, and best practice.</li> <li>Will conduct regular staff meetings to address policy compliance with legislation, policy implementation, changes to policy and or collect feedback for annual review of policy.</li> </ul> <p><b>Educators</b></p> <ul style="list-style-type: none"> <li>Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.</li> <li>Will ensure they take reasonable steps to follow the service policy and procedures and seek advice or further support if unsure.</li> <li>Will ensure they complete and document any related records regarding the implementation of this policy and practice requirements of the service.</li> <li>Will attend any ongoing professional development, staff meetings and training they require to comply with this policy and practice requirements of the service.</li> <li>Will provide feedback to the nominated supervisor or approved provider regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.</li> <li>Will provide feedback regarding policy review when required.</li> </ul> <p><b>Families</b></p> <ul style="list-style-type: none"> <li>Will adhere to the outlines and procedures in this policy.</li> </ul>
<b>REGULATION IMPLEMENTATION</b>	The following procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.
<b>In regard to regulation 170- Policies and procedures to be followed.</b>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure that all staff and volunteers are made aware of Regulatory policies and procedures by ensuring that this forms a part of the induction process.</li> <li>Ensure probationary reviews will be conducted once new staff are appointed at the 3- month and 6-month mark to ensure that they are following policy and procedure and to review and revise regulatory policies.</li> <li>Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure and further training and revision of procedural practices in relation to policy and procedure.</li> <li>Ensure annual review and revision of policies and procedures will be conducted, and all educators will be given the opportunity for input.</li> </ul>
<b>In regard to Regulation 171- Policies and procedures to be kept available.</b>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure that policies and procedures are available to all staff and the location and availability will form a part of the induction process.</li> <li>Ensure policies will be available on request for all staff members to have access when required.</li> <li>Ensure policies will be available when required for staff members to download copies and/or print out if required in order to complete assignments or to form part of their research and/ or update their knowledge.</li> <li>Ensure policies will be available for all stakeholders when requested and when updating.</li> </ul>
<b>In regard to Regulation 172- Notification of change to policies or procedures</b>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure, provide further training and allow for input if required in relation to policy and procedure.</li> <li>Ensure stakeholders will be invited to provide feedback for policies and procedures at any time, not just on annual review but will also be invited to add feedback at review time or after an event that may require change to policy or procedure.</li> <li>Ensure policies and procedures will be emailed or put on display in the foyer for stakeholders to have the ability to provide feedback.</li> <li>Ensure feedback will be considered from stakeholders and educators and may result in a change in policy.</li> </ul>

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	<ul style="list-style-type: none"> <li>Ensure policy and procedure may be changed at any time if there has been an incident in the service that has required a change to be implemented for the safety and health of children and or educators.</li> <li>Ensure in the event of a change to a policy after feedback or a situation that occurs, we will provide 14 days' notice to all stakeholders before the change takes effect</li> </ul>
<b>CONTINUOUS IMPROVEMENT</b>	<p>We are dedicated to the ongoing improvement of our practices and procedures through the following actions:</p> <ul style="list-style-type: none"> <li>Conducting regular reviews and updates of this policy with all stakeholders.</li> <li>Actively seeking feedback from children, families, and staff members.</li> <li>Providing targeted skill development and training for staff when areas for improvement are identified or when gaps in policy and procedure implementation are observed.</li> </ul>
<b>KEY TERMS</b>	<ul style="list-style-type: none"> <li><b>Stakeholder</b> - a person or group of people who have an interest in a business, a person such as an employee or customer. They have a sense of responsibility toward it and an interest in its success.</li> </ul>
<b>WE GRATEFULLY ACKNOWLEDGE THE FOLLOWING SOURCES</b>	<ul style="list-style-type: none"> <li>Australian Children's Education &amp; Care Quality Authority. ACECQA</li> <li>Code of Ethics</li> <li>Children's Health Queensland Hospital and Health Service <a href="http://www.childrens.health.gov.au">www.childrens.health.gov.au</a></li> <li>Education and Care Services National Law Act 2010.</li> <li>Education and Care Services National Regulations.</li> <li>Guide to the Education and Care Services National Law and the Education and Care Services National Regulations.</li> <li>Guide to the National Quality Framework.</li> <li>National Quality Standard.</li> <li>NSW Health Government <a href="http://www.health.nsw.gov.au">www.health.nsw.gov.au</a></li> <li>Staying Healthy in Childcare 6<sup>th</sup> Edition</li> <li><a href="https://www.healthdirect.gov.au/head-lice">https://www.healthdirect.gov.au/head-lice</a></li> <li>United Convention on the Rights of the Child</li> </ul>

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