



Germantown Municipal School District Education Information For School Administrators, Faculty, School Staff, and Parents

In effort to standardize a Head Lice Education Program for parents of children attending Germantown Municipal School District and in an attempt to reduce the number of school days missed due to Head Lice, Germantown Municipal Schools developed the following protocol and education program for parents of students suspected of having Head Lice.

Standard Protocol Materials:

1. Copy of the GMSD Communicable Disease policy #6.403
2. Confidential Pediculosis Flow Sheet
3. Attachment (1) Flow Sheet Key
4. Teacher Notification Form
5. Attachment to Reproducible Notes
6. A list of some common Over-the-Counter and Prescription Products
7. Head Lice Fact Sheet
8. Head Lice Information Sheet (English)
9. Head Lice Information Sheet (Spanish)
10. Reproducible Parent letter
11. Reproducible Classroom Letter
12. Procedure for Return to School

Confidential Pediculosis Flow Sheet

The flow sheet is a confidential report used for tracking head lice related events.

1. The flow sheet will provide an ongoing confidential and intact Record of head lice related events.
2. Is an individual flow sheet for each student—several events or episodes can't be recorded on a single flow sheet.
3. Additional sheets may be added as needed.
4. The individual student flow sheet will be filed and maintained in the medication binder
5. See attachment (1) flow sheet form key

Teacher Notification Form –

Is a form note sent to the teacher to notify her when a student is excluded for the treatment of head lice? The note also reminds the teacher to send the student back to main office for a recheck when the student returns to school.



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Reproduce Letters

There are 2 parents letters included in the packet:

1. Classroom letter
2. Parent letter

The letters may be sent out to all students in classroom or single letter may be sent to the parent of the student suspected of having head lice. Each of the letters may be reproduced on school letterhead at the discretion of the administrator.

The Parent Education Packet contains:

1. Copy of the GMSD Communicable Disease Policy # 6.403
2. A list of some common Over the Counter and Prescription Products
3. Had Lice Fact Sheet information
4. Optional Head Lice Information Fact Sheet (English)
5. Head Lice Information fact Sheet (Spanish)

Education Plan:

Each parent or guardian notified their child is suspected of having Head Lice will receive the following information and review of the Return Procedure:

1. GSMD Communicable Disease Policy # 6.403
2. A list of some common Over the Counter Products
3. Head Lice Fact Sheet
4. A review and/or a copy of the return to school procedure

Return to School Procedure:

In an effort to reduce the number of school days missed due to head lice, it is important for school staff to inform the parent/guardian that:

1. A student excluded for treatment of head lice may return to school after **(a) proof of treatment, (b) inspection by the school nurse or Principal designee, and (c) no live Pediculosis (Head Lice) found.**
2. The school nurse or Principal designee will re-check the **student** upon reentry and determine whether the student is cleared to return to class.
3. If there is evidence of **live head lice** or if **proof of treatment is not provided**, the parent/guardian will be notified that the student is **not cleared** and will remain excluded in accordance with GMSD Communicable Disease Policy #6.403.
4. **Note on nits:** Families are strongly encouraged to remove nits and follow product directions (including repeat treatment if indicated). The presence of nits alone does not automatically prevent reentry when proof of treatment is provided, and no live lice are found.