Early Years Policy – Dealing with Infectious Diseases (including Child Immunisation)

Attachment 2 – Template Head Lice Notification Letter

Dear parents/guardians,

It has come to our attention that head lice or lice eggs have been detected in your child’s group at [Service Name] and we seek your co-operation in checking your child’s hair regularly throughout this week, [Insert Date].

Head lice are common in children and are transmitted by having head-to-head contact with someone who has head lice, but they do not transmit infectious diseases.

What can you do?

We seek your co-operation in checking your child’s hair and, in instances where head lice or lice eggs are found, treating your child’s hair.

We also ask that you ensure your child does not attend the service until the day after appropriate treatment has occurred, in line with the Victorian Department of Health’s minimum period of exclusion required for head lice.

How do I treat my child for head lice?

Please read the attached pamphlet [*Treating and controlling head lice*](https://www.health.vic.gov.au/sites/default/files/2023-10/treating-and-controling-headlice-information-sheet-october-2023.docx) from the Department of Health. This contains guidelines regarding detecting and treating head lice and lice eggs. Additional information is also available by contacting the service.

Who do I contact if my child has head lice?

If head lice or lice eggs are found in your child’s hair, you must inform:

* the service, and use the attached form to advise when treatment has commenced
* parents/guardians and carers of your child’s friends, so that they can also check these children for head lice or lice eggs and commence treatment if necessary.

When can my child return to the service?

Department of Health regulations require that where a child has head lice, that child must be excluded from the service until the day after appropriate treatment has commenced.

[INSERT Service Name] is aware that head lice can be a sensitive issue and is committed to maintaining your confidentiality.

Kind regards,

"[Signature of Nominated Supervisor]"

"[Name of Nominated Supervisor]"