Attachment 2

Head lice notification letter

 Date: Click or tap here to enter text.

Dear parents/guardians,

It has come to our attention that head lice or lice eggs have been detected in your child’s group and we seek your co-operation in checking your child’s hair regularly.

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.

While head lice do not spread disease, they are included in the Department of Health’s exclusion table which defines the minimum period of exclusion from a children’s service for children with infectious diseases. According to this table, where a child has head lice, that child must be excluded until the day after appropriate treatment has commenced.

We request that you observe these exclusion periods if head lice or lice eggs are detected on your child.

How do I treat my child for head lice?

Please read the pamphlet *Treating and controlling head lice* from the Department of Health and Human Services [Treating and controlling headlice](https://www2.health.vic.gov.au/about/publications/factsheets/Treating-and-controlling-headlice) 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 and Human Services regulations require that where a child has head lice, that child must be excluded until the day after appropriate treatment has commenced.

We are aware that head lice can be a sensitive issue and are committed to maintaining your confidentiality.

Kind regards,

Shine Bright EYM Early Years Educator.