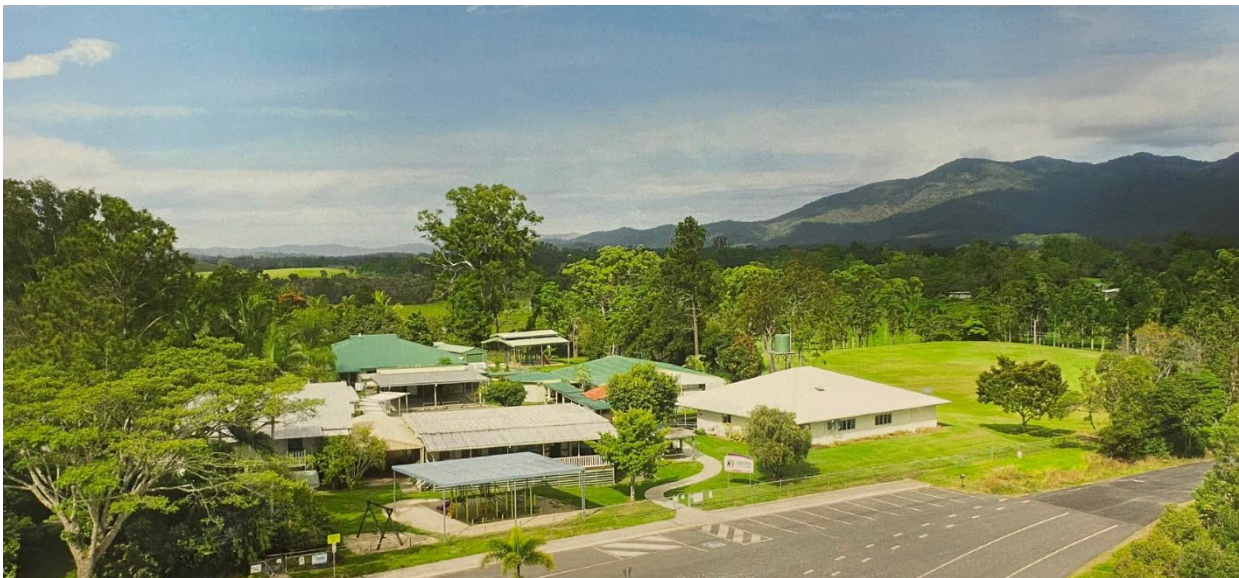




JULATTEN STATE SCHOOL



Parent Handbook

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Foreword

From the Principal

Dear Parents and Carers,

We would like to welcome you and your family to Julatten State School. Our school values excellence in teaching and learning, promoting community engagement and providing a positive environment for learning. Our vision is to develop well-rounded, confident and responsible individuals who aspire to achieve to their full potential.

We currently have 50 students enrolled across 3 classes: Prep/1, Year 2/3/4 and Year 5/6. Our team consists of 3 classroom teachers, 3 teacher aides, our BSM and Groundsman/Cleaner. We are lucky enough to be part of the Douglas Cluster where we share a Guidance Officer, Head of Special Education, Speech Language Pathologists and Head of Curriculum. We are also supported by Regional Office with access to a Principal Advisor of Teaching and Learning as well as a School Nurse.

Our three priority areas are literacy, numeracy and wellbeing. Our educators undertake various Professional Learning opportunities to ensure evidence and research-based teaching practices are employed across the school. Teachers work with the Leadership team to analyse data and inform future planning for teaching and learning.

At Julatten State School, our priorities in the area of student wellbeing are to develop confidence, resilience and growth mindset in all our students by teaching skills needed to develop their personal and social capabilities. We offer numerous sporting, academic and cultural experiences throughout the academic year to widen and deepen each student's schooling experience. Our aim is for students to feel engaged, empowered and inspired to grow their love of learning. Our school strives to be at the centre of the local community with positive and effective links to the wider and global communities.

We look forward to you and your child joining us at Julatten State School, as we work together in building a happy, safe, learning environment.

Yours sincerely,



Sarah Mason

Principal

Contact information

Office Opening hours:

Monday- Friday 8:30-4pm

Telephone: (07) 4094 1130

Email: principal@julattenss.eq.edu.au

Physical address:

1141 Euluma Creek Road

JULATTEN QLD 4871

Our school

Julatten is a stunning rural community located twenty-five kilometres west of Mossman in Far North Queensland. Julatten is surrounded by world heritage rainforest and magnificent mountains with a perfect sub-tropical climate. Nearby Mount Lewis is a scientifically significant site and attracts international students, visitors and researchers each year.

The school opened in 1924 with just one building accommodating sixteen students and their teacher. The school occupied a room in a home belonging to Mr Bill Mildren. He loaned the house to the Department of Education until Bushy Creek State School was built. The district was referred to as 'Julatten' in 1926, the name given to a railway siding that opened 7 December 1926. The siding closed 30 April 1964.

Julatten State School is located in Mareeba Shire and is supported by the local council. The school is a member of the Douglas Cluster of Schools. School staff work collaboratively with other schools in the area to ensure that we achieve the best outcomes for students. Douglas Cluster includes Mossman SS, Mossman SHS, Port Douglas SS, Miallo SS, Wonga Beach SS, Daintree SS and Alexandra Bay SS. Julatten State School participates in the small schools cross country, athletics and swimming carnivals, as well as district and peninsula sports throughout the year.

Julatten State School has an outdoor community learning garden located across the road. The learning garden features a covered picnic area with tank water, rainforest gardens, open space, and an orchard of fruit trees. We are proud that our facilities allow all children to access learning opportunities that enable them to reach their full potential as students, citizens and leaders.

We sincerely endeavour to allow every student to develop a love of learning and self-confidence during their time at Julatten State School. Our environment is positive and nurturing. We have huge pride in our school and have a reputation for high academic achievement, outstanding student leadership, social participation and sporting prowess.

Curriculum

Our school provides quality teaching for all Australian curriculum subjects:

- English
- Mathematics
- Science
- Humanities and Social Sciences (Geography, History and Economics)
- Physical Education and Health
- The Arts (Music, Visual Arts, Drama, Media Arts and Dance)
- Languages (Japanese)
- Technologies (Design and Technology, and Digital Technology)

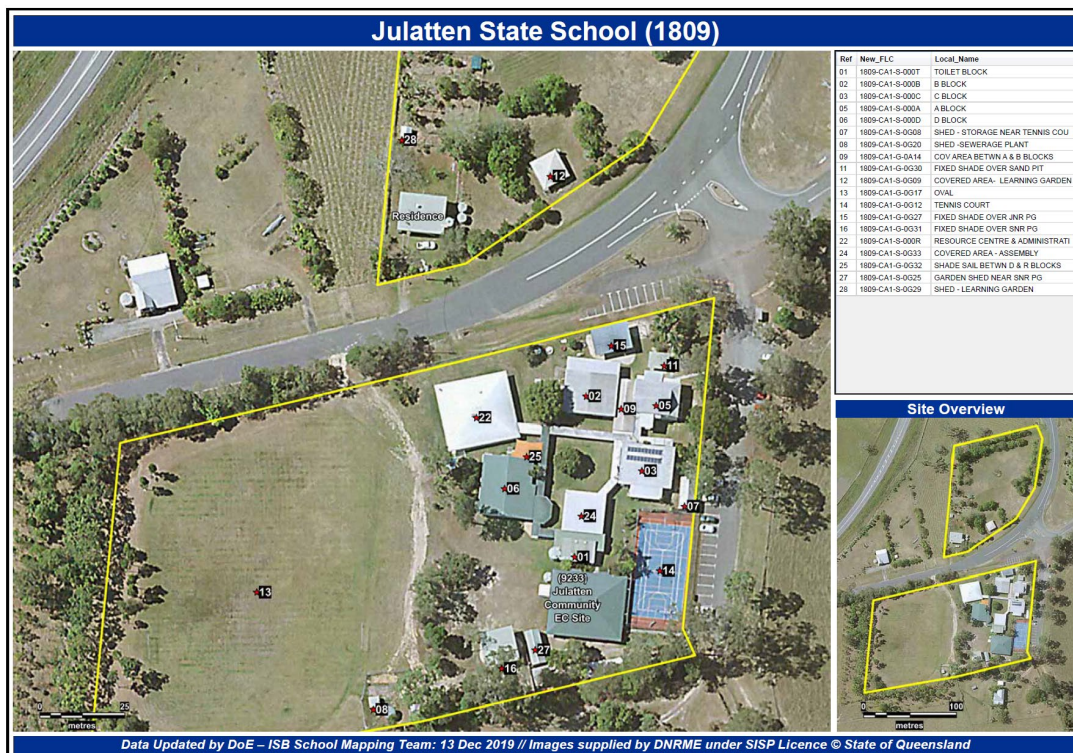
Teachers plan for multi-age classrooms with the Leadership Team to implement engaging units of work that cater to the individual needs, interests and abilities of students in their class.

Teachers use the Australian Curriculum Achievement Standards to assess student learning each term and report on student achievement at the end of each semester. This data, along with formative and diagnostic assessments, inform future teacher practice and student learning.

Parent Communication

Students receive a Semester Report at the end of Term 2 and 4. It is strongly encouraged that parents participate in our 3-Way Conferences in Terms 1 and 3. This provides valuable insights into student progress and goals for the following term.

School Map



Our Staff

Administration

Principal: Miss Sarah Mason

Business Services Manager: Ms Astrid Michels

Teachers

Miss Brittany Taylor

Mrs Lisa Smyth

Miss Sarah Mason

Teacher aides

Ms Jennine Cunnington

Mrs Amanda Jordison

Mrs Belinda May

Specialist teachers

The Arts Teacher: TBA

Instrumental Music: TBA

HPE: Ms Caitlyn Walsh

Japanese: Ms Yolanda Tandy

Library: Ms Jennine Cunnington

Support staff

Guidance Officer: Mrs Jane Pavlenko

Speech/Language Pathology: Mr Ryley Scraggs

HOSE: Mrs Bridget Greensill

Absentees

If your child is absent, please contact the school Office before 9am.

You can either:

Phone (07) 4094 1130

Email studentabsences@julattenss.eq.edu.au

Volunteers

Volunteers are very welcome into the school and can play a valuable role supporting children's learning. Please sign in the Volunteer Register on arrival at the School Office.

Parades

School Parades are held each Friday morning from 9-9:20am. All Parents are welcome to attend and hear the weekly messages and celebrate the highlights from the week.

Newsletters

School Newsletters are distributed via email every Week 1, 5 and 9 of each term. If you would like a hard copy, please contact the school office.

Website and FB

Please check our school calendar on our school website www.julattenss.eq.edu.au and our school Facebook page for notices, events and happenings in the school.

Tuckshop

Tuckshop is on each Thursday through Nine Mile Store. Order Forms will be sent home with students and details will be provided on our Facebook page.

Feedback

We value your feedback and suggestions. If you have any concerns or ideas you'd like to share, please email the school principal (principal@julattenss.eq.edu.au) or phone the School Office and make an appointment to see the school principal.

Our School Opinion Survey is held at the beginning of Term 3 and we encourage all parents to participate and share your views on what we are doing well and what we can do to improve. If you are unhappy with the service or action of a staff member, you can contact Regional Office in Cairns EducationServicesFnr@qed.qld.gov.au or (07) 4037 3822.

Class times

8:55am	Transition bell
9:00am	First Session
11:00am	Eating Break
11:20am	Play time
11:40am	Second Session
1:30pm	Play time
1:50pm	Eating Break
2:00pm	Third Session
3:00pm	End of Day

Student Dress Code

It is an expectation of the Julatten School Community – the Parents' & Citizens Association (P&C), the Principal and staff – that all students abide by the School Dress Code Policy. A parent / caregiver application to enrol at Julatten State School is taken as acceptance of this policy.

Rationale

Our School Community believes that the Dress Code requirement is important in developing a sense of identity and pride for our students. It aligns with the general expectation in today's workforce where, in most instances, there is an established Dress Code at the work site. For students, this school is their work site.

Our Uniform:

- Caters for all students in the school community in a manner sensitive to gender and local cultural and social issues;
- Meets requirements of occupational health and safety, anti-discrimination and equal opportunity legislation;
- Promotes the health and safety of students by identifying items necessary for particular activities eg items for sun protection;
- Provides girls and boys with equal access to the full range of school activities.

The Julatten State School student uniform will be worn by students when:

- Attending school on a day to day basis;
- Representing their school;
- Travelling to and from school; and
- Engaging in school activities out of school hours.

Purpose

The wearing of school uniforms by students of Julatten State School will assist the school community to:

- Define an identity for the school within its community;
- Develop students' sense of belonging to the school community;
- Provide an opportunity to build school spirit;
- Enhance the health and safety of students when involved in school activities;
- Promote a sense of inclusiveness, non-discrimination and equal opportunity;
- Reinforce the perception of the school as an ordered and safe environment;
- Increase the personal safety of students and staff by allowing easier recognition of visitors and potential intruders in the school;
- Make school clothing more affordable for families by eliminating the risk of peer pressure to wear fashionable and expensive clothes.

Healthy and Safety Legislation

The school must ensure that students are not exposed to risks to their health & safety and must take steps to identify and eliminate or control such risks.

Our School Community:

- Requires students to wear appropriate footwear or other protective clothing as to avoid injury;
- Requires students to wear a hat for outside activities when appropriate;
- Requires that jewellery or other items that could, with reasonable foreseeability, cause an injury to themselves or other students are not worn.

Non-Compliance

The school may impose a sanction in the event of non-compliance:

- Imposing a detention for a student during lunch
- Preventing a student from attending or participating in any school activity that is not an essential school educational program
- Preventing a student from attending or participating in, any activity for which the student is representing the school
- Parents will be informed of a student's non-compliance through the normal channels of home-school communication.

Uniform details

School uniform items can be purchased through the school Uniform shop on request.

Girls: Summer- School shirt, blue school shorts or skort (mid-thigh length)
Winter- School shirt, blue jumper/hoodie, black leggings/trackpants

Boys: Summer- School shirt, blue school shorts (mid-thigh length)
Winter- School shirt, blue jumper/hoodie, trackpants

Seniors

Senior students (Year 6) are welcome to wear the school senior shirt in place of their regular Julatten school polo shirt.

Hats / Sunscreen / Swim Shirts- essential

Broad-brimmed/bucket hats are an essential component of the uniform. The school's Sun Protection Policy, endorsed by P & C, indicates that children must be wearing a hat during all outdoor lessons and playtimes. If children are not wearing hats, the teacher on duty will require that they stay in the Undercover Area only. Our school is a 'Sun Smart' school. Sunscreen is available in every classroom.

- Hats and sunscreen must be worn while students are participating in lessons, coaching or recreational activities outside the classroom;
- Swim shirts must be worn by Prep-Year 6 students during all water-based activities including swimming lessons. The wearing of swim shirts will also be enforced on camps and excursions where water-based activities are involved;
- If parents are unable to provide a swim shirt, the wearing of a T-shirt is permitted.

Jewellery – permitted items

Due to Workplace Health and Safety issues, jewellery is to be limited to:

- One watch or bracelet or bangle;
- One small discreet necklace worn for religious purposes only inside the school shirt;
- Earrings - Small sleepers or studs only.

Beads, shells, chains and/or facial adornment are not suitable for school. Students will be asked to remove inappropriate jewellery. This jewellery will be held for parent collection.

Footwear

While not mandatory, during school hours, shoes are encouraged. When leaving the main school grounds all students **MUST** have enclosed school shoes.

Make-up

The wearing of make-up is not appropriate for school.

Hair

- Hair accessories are to be minimal;
- Hair should be worn clean, neatly groomed
- Shoulder length or longer hair to be tied back and hair kept out of eyes;

Free Dress Days:

On free dress days, students may wear non-uniform items, provided:

1. The clothing is sun-safe;
2. Shirts free of obscene language and symbols;
3. Shoulders and upper arms are covered by clothing to the same extent as the usual uniform;
4. The length of shorts/ skirt/ dress is at least the equivalent of the regular uniform i.e. at least mid-thigh;



Consequences of not wearing the correct uniform

If a student does not attend school or school related activities in the correct uniform, Education Queensland policy (March 1999) fully supports the Principal or nominees in the following actions:

1. Requesting an explanation note from the parent that states why the student is out of uniform;
2. If the occurrence is repeated, reminding parents about the policy through a letter discussing the issues further if necessary;
3. Students may be asked to change into a clean, school provided uniform for the day.
4. Students who do not have a hat are restricted to covered areas during play periods. "No hat, no play."

Julatten State School and Parents and Citizens Association obviously prefer that all parents will fully support this policy in the current and future interests of all students for the reasons explained in the *Rationale*.

Exemptions

The only exceptions to this policy are students whose physical impairments prevent their ability to conform to the dress code or students whose families have religious or cultural grounds for conscientious objection. They must, however, wear clothing and footwear conforming to WHS requirements.

Note

If parents have any objection or suggestions regarding this policy or procedures, they should contact the School Principal or P&C President to arrange a time to present their point of view to the school community through the P&C Association meetings.

Sport & Swimming

Children are transported to various locations for these activities. Swimming is programmed for Term 4 and all classes attend. The physical education teacher, qualified pool instructors, class teachers and teacher aides supervise and instruct students.

Cross Country is held at the end of Term 1. The Small Schools Athletics Carnival is organised for Term 2. The Douglas Cluster Sports Carnival, held at the Mossman Primary/High School campuses follows in Term 3. Students who qualify also participate in the Peninsula District trials in Cairns in Term 3.

Other sports are provided by Sporting Schools and the HPE curriculum each term including training in rugby league, touch football, softball, hockey, baseball, tennis, volleyball and cricket.

Bookwork Expectations

Excellent Bookwork and Daily Corrections

Pride, professionalism, consistency and presentation

All Year Levels

- A sharp lead pencil is used for writing in **Prep – Year 6**
- A blue pen is used for writing in **Year 6** at the teacher's discretion
- Writing is neat, well sized, close together and spaced correctly
- Posture for handwriting - feet flat on the floor, back straight (leaning forward slightly), bottom well back on the chair and hand stabilising book or paper
- Tripod pencil grip ensures handwriting is neat and consistent
- If a mistake is made use a single line to cross out (no whiteout)
- Rule off at the end of each day
- Use front and back of each page
- There are no blank pages
- Sheets are glued into books neatly –the corners are not flapping, sheets are straight, cut to fit page
- Drawings and colouring-in reflect best effort
- No graffiti
- All work is dated at the top
- Headings are underlined with a ruled line
- Straight, ruled red margin from Year 2 - 6.
- Grid books should be in two columns separated with a ruled red line.
- Bookwork expectations are clarified in all lessons.
- Bookwork expectations are consistent with exemplars

Teacher Correction and Feedback Expectations

- Work is to be corrected regularly
- Targeted, explicitly taught work is to be corrected daily
- Sign/initial work and provide verbal or written corrective feedback
- Corrections must be made in every learner's book.
- Teacher's comments should be constructive and measured, assisting learners to improve their work. Always remember workbooks are viewed by parents and carers regularly and often go home too.
- Teacher's own writing and setting out, on the whiteboard, on charts, posters, worksheets and in children's books, should be of a high standard.
- Teachers must present marked A-E work samples at Moderation that are fully annotated and aligned to the appropriate Marking Guides and curriculum documents.

The Principal will ...

- Actively check the implementation of these guidelines throughout the school
- Support the endeavour for individual improvement and excellence
- Actively reward learners for excellence and improvement in bookwork
- Provide feedback to students on their bookwork standards
- Provide support for teachers as observed, required and requested

Homework Policy

Homework is encouraged but is not compulsory at Julatten State School. You can *opt-in* to homework at the beginning of each term.

Homework activities include:

- reading
- literacy activities
- numeracy activities

Homework is given out each week. Here are some suggested times to guide your homework sessions:

- Prep/1- 10-15min per night (4 nights per week)
- Year 2/3 -15-20min per night (4 nights per week)
- Years 4-6 - 20-25min per night (4 nights per week)

Students who *opt-out* of homework are encouraged to read each night. Home readers can be provided by your class teacher. Students are also encouraged to borrow at the Library during their class lesson each week.

Religious Instruction

Queensland State Schools embrace a multitude of cultural, religious and non-religious beliefs. Under the *Education (General Provisions) Act 2006*, schools are to provide Religious Instruction (RI) if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. RI is required to be consistent with legislation and Department of Education policies and procedures.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program. A school staff member will be present during the delivery of RI.

Participation in RI is not compulsory. Any student (except Prep students) may participate in RI if a parent has provided written instructions to the school.

Students are allocated to RI, based on information provided by parents on the completed "Application for Student Enrolment" unless other written instructions have been provided to the school.

Instrumental Lessons

Students who are in Years 4-6 and interested in participating in Instrumental Music have the opportunity to attend one lesson per week with our Instrumental Music teacher, Ms Katie Shepardson. Students may also hire the instrument over the school year so that they can practise at home.

Each week, Instrumental students accompany the singing of our National Anthem on Parade. Our talented musicians also perform in numerous concerts during the year and also participate in the Douglas Cluster Band and Strings Camps.

We offer a range of instruments including:

- Clarinet

- Trombone

- Trumpet

-Saxophone

- Flute

- Violin

- Drums

- Cello

Expression of Interest Forms are issued in Term 4 for the following year.

Julatten State School P&C

Our P&C support the achievement of quality educational outcomes for students through fostering parental and community engagement in a thriving and successful state education system.

Our P&C Executive is elected at the AGM at the start of every year. Parents are welcome to join the P&C throughout the year. Parents may bring their children to any meetings and supervision will be provided. Check the School Newsletter for upcoming P&C Meetings.

For more information regarding the P&C, contact the P&C Executive via email on pandc@julattenss.eq.edu.au.

Flooding

If students are unable to come to school, the parents should notify the school. Teachers who are able to attend school will resume normal classes. However, there may be variations to normal routine to cover teachers unable to attend.

Emergency closure of school/ Buses changes

The school will notify parents or their nominated emergency contacts in these situations.

If bus routes change or need to deviate from normal, parents will be notified by phone. Julatten State School bus contract is owned and operated by:

Mr Glen Dickson
Northern Exposure Tours and Safaris Pty Ltd
Phone: 0438274607

Code of Conduct

All areas of Julatten State School are learning and teaching environments. We consider behaviour management to be an opportunity for valuable social learning as well as a means of maximising the success of academic education programs. Our school-wide framework for managing behaviour is School wide Positive Behaviour Support.

Our Student Code of Conduct outlines our system for facilitating positive behaviours, preventing problem behaviour and responding to unacceptable behaviours. Through our school plan, shared expectations for student behaviour are plain to everyone, assisting Julatten State School to create and maintain a positive and productive learning and teaching environment, where ALL school community members have clear and consistent expectations and understandings of their role in the educational process.

Our school community has identified the following school rules to teach and promote our high standards of responsible behaviour:

- Be safe
- Be responsible
- Be respectful.

Our school rules have been agreed upon and endorsed by all staff and our school P&C. They are aligned with the values, principles and expected standards outlined in Education Queensland's Code of School Behaviour.

Medication

Education Queensland only approves medication to be given at school in accordance with medical practitioner advice and with written consent of a parent. No naturopathic medication or painkillers can be administered by staff, unless prescribed by a doctor. Please request a letter from your doctor in this situation.

Should your child require medication of any kind, during the school day
PLEASE INFORM administration and complete the appropriate documentation.

WE WILL NEED:

- ✓ Your written permission to administer the medication
- ✓ The medication with the pharmacy instructions noting the exact dosage
- ✓ Specific time at which medication is to be administered

When a student requires ongoing medication (e.g. inhaler therapy for asthma, or emergency medication (e.g. allergies) the requirements are:

- ✓ Written permission from the parent
- ✓ Letter from the doctor detailing what the medication is specifically for, with exact dosage and specific time for administration

It is a legal requirement that staff be trained in administering asthma medication including inhalers. Please provide the office with a copy of your child's current Asthma Management Plan available from your GP.

****Please note that all medication is to be kept in the Administration Office, and to be administered by trained first aid staff.**

If my child is unwell...

Children are best kept at home if they are ill or unwell. If your child becomes ill at school, they will be escorted to sick bay in the office and parents contacted immediately. If we are unable to contact you directly, we will contact your emergency contacts with our concerns.

Please notify the office immediately if your emergency contact details change.

Children with infectious diseases must be excluded from school for specific times. Parents are asked to contact the Administration Office to report any contagious illnesses. In the case of a minor ailment, parents are asked to use their own judgement about whether a child is fit to attend school.

If your child has a specific health problem, please discuss this with the class teacher.

Head Lice – We recommend you regularly check your child's hair and treat if required. Please advise your classroom teacher if you find head lice. A note will be sent home to all families so that hair can be checked and treated as required. Please see *Appendix 1* for more information.

Healthy Eats Policy

The Traffic Light System is as follows:

GREEN food and drinks are the best choices. They should always be available, displayed in prominent areas, and actively promoted and encouraged. **GREEN** foods and drinks form the basis of a healthy diet. **GREEN** foods and drinks offer a wide range of nutrients and are generally low in saturated fat, sugar and salt.

AMBER foods and drinks should be selected carefully. They should not dominate the food and drink choices displayed or promoted. **AMBER** foods and drinks contribute some valuable nutrients, but may contain higher amounts of saturated fat, sugar and/or salt and may be low in fibre. **AMBER** food and drinks may contribute to excess intake of energy (kilojoules/calories) if consumed in large quantities.

RED foods and drinks should not be provided or sold in schools. **RED** foods and drinks are low in nutritional value and fibre and may be high in saturated fat, added sugar and/or salt. **RED** foods and drinks may also provide excess energy (kilojoules/calories).

(Adapted from the National Healthy School Canteen Guidelines 2013).

The following exemptions may be made by the Principal for:

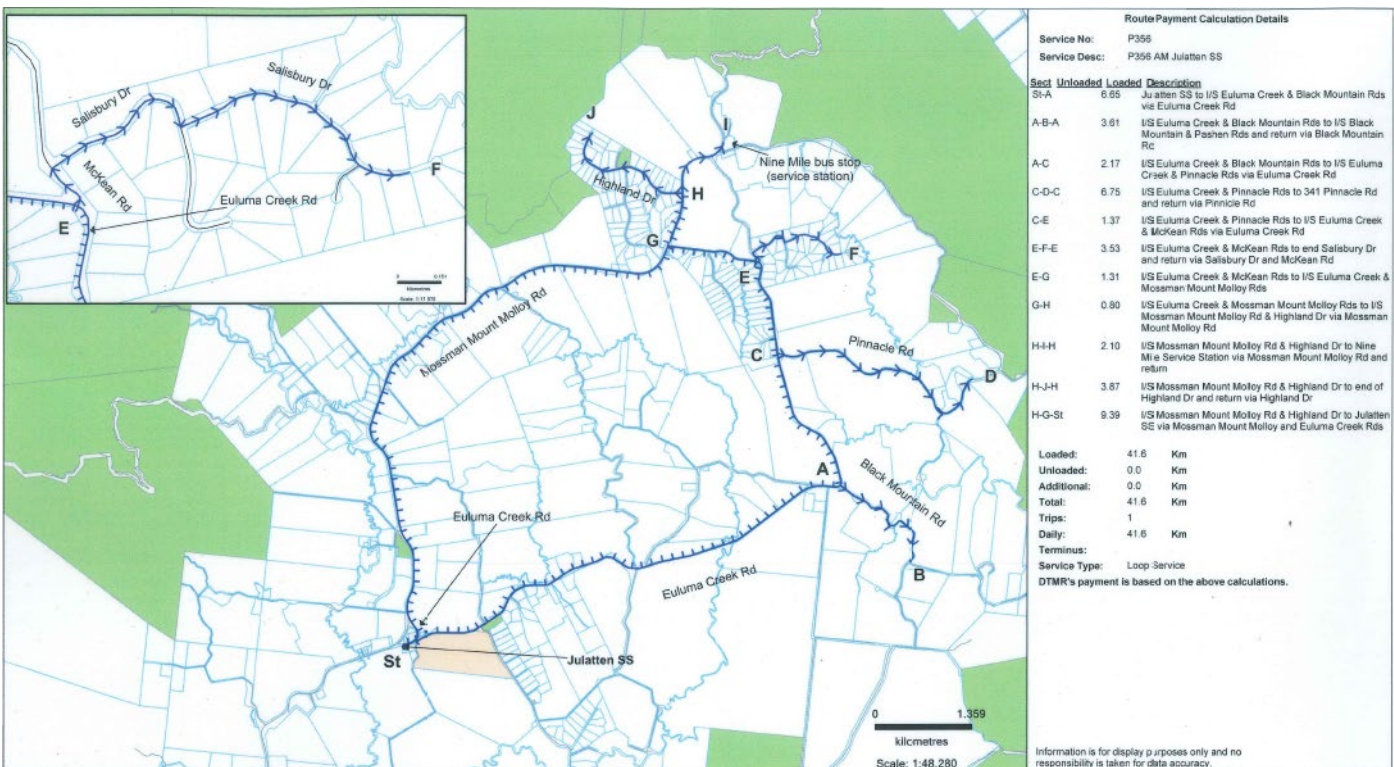
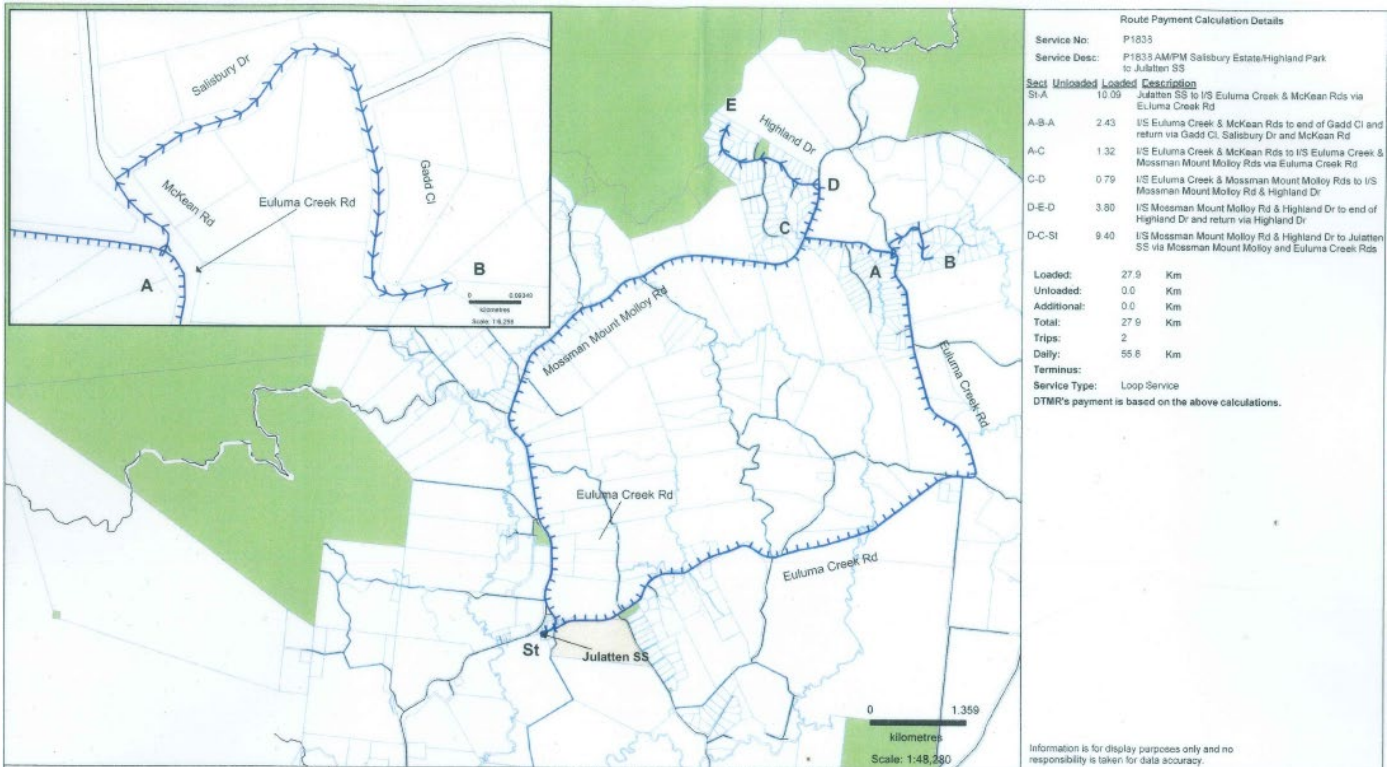
- o Food and drinks sold at **occasional fetes, fundraisers and school events** no more than twice per term although **GREEN** alternatives are encouraged.
- o Food and drinks supplied **from home**, including birthday cakes.
- o Curriculum-related **cooking and food-technology courses** (schools are strongly encouraged to incorporate **GREEN** foods in line *The Smart Choices Strategy for Queensland Schools*, when making curriculum decisions with regard to cooking and food-technology).

Camps, sports carnivals, excursions: Our school will endeavour to apply the *The Smart Choices Strategy for Queensland Schools* (including the *traffic light system*) when foods and drinks are provided to students participating in **off-site school activities**, such as **excursions** or **school sports carnivals**. We will endeavour to communicate our school food and drink policy to any external organisations we work with in this space.

Bus Transport

Students have access to 2 bus routes at Julatten State School. You are eligible for bus transport if you live more than 2km from the school.

If you live further than 3.2km from a bus stop and you would like to transport your child to school privately, you are eligible for the *Conveyance Allowance* through the Queensland Government. [https://www.support.transport.qld.gov.au/qt/formsdat.nsf/forms/QF3647/\\$file/F3647_CFD.pdf](https://www.support.transport.qld.gov.au/qt/formsdat.nsf/forms/QF3647/$file/F3647_CFD.pdf)



Appendix 1

Head Lice

Head lice (*Pediculus capitis*) are small, wingless, egg laying insects found on the human head. They grow to about 3.5mm (the size of a sesame seed or pin head). Head lice live on the hair and feed by sucking blood from the scalp. They are pale grey in colour before feeding and reddish brown after feeding.

Live eggs (sometimes called nits) are glued to the hair shaft within a distance of 1.5 cm from the scalp. They hatch in 7-10 days as young lice (nymphs). It takes up to ten days for the nymphs to become mature lice and begin laying eggs. Adults are larger than nymphs and a mature female lays up to eight eggs per day.

Signs and Symptoms:

Detection of adult lice or nymphs on the scalp is the best way to determine if head lice are present. While most people with head lice will not develop an itch, a small number of people develop an itch due to an allergic reaction to the saliva of the louse. Scratching can give rise to secondary bacterial infections on the scalp. Swelling of lymph nodes (adenopathy) in the neck can occur in some people due to this infection.

The presence of eggs is not a reliable sign of active head lice. Eggs need the warmth and moisture of the scalp to hatch. Eggs that are further than 1.5cm from the scalp are dead or hatched and do not need to be treated. Dead and hatched eggs can remain in the hair for several weeks.

Treatment:

Treatment should only be applied when live lice are found on the head. To break the cycle, all infested people should be treated at the same time.

There are two methods of treatment:

1. Non-insecticidal treatment using the conditioner and combing technique

This is the same as detection using conditioner and combing (see above) except continue combing with the head lice comb until all the conditioner is gone. The conditioner blocks the louse's breathing pores and stuns the louse. This, together with the slippery effect of the conditioner, makes it easy to mechanically remove the lice.

Repeat the conditioner and combing method every second day to remove the young nymphs as they hatch. Continue until no live lice are found for ten consecutive days.

This treatment method is equally as effective as insecticidal or other chemical treatments but generally requires longer treatment times. However, it may be preferred as a cheaper alternative to insecticidal or other chemical treatments.

2. Treatment with synthetic or natural insecticides or other chemicals

There are four groups of treatment agents available in different forms (ie. shampoo, mousse, and lotion) which can be obtained from chemists without prescription. All preparations must be applied strictly according to the manufacturer's instructions. None of them should be used on children under two years of age, except on medical advice.

No chemical treatment kills all the eggs. A second treatment should be applied 7-10 days after the initial treatment to kill the nymphs that have hatched from the eggs remaining from the first treatment. Do not apply the treatment more than once per week as more frequent applications could lead to scalp problems and have little or no effect.

If lice are still found after three weeks of chemical applications, switch to the non-insecticidal method until no lice are found. Eggs are the most difficult stage to kill. The most effective way to remove eggs is to actually pull them off the hair using your fingernails.

Chemical Head Lice Products

The following types of active ingredients were approved in Australia by the Therapeutic Goods Administration (2003) for use against head lice:

- Pyrethrins, eg. Amcal Head Lice Foam, Lyban Foam
- Synthetic Pyrethroids (bioallethrin, permethrin), eg. Paralice, Quellada Head Lice Treatment
- Organophosphates, eg. Exolice Medicated Foam, Lice Rid
- Combinations of Herbal and Essential Oils, eg. Quit Nits Natural Head Lice Treatment, Herba Lice.

Treatment Outcomes

Checking whether the treatment product is effective

It is essential to check the effectiveness of every treatment after a product has been on the hair for the recommended amount of time and before washing it out:

- Comb the hair with a fine tooth head lice comb, wiping the comb onto a white tissue after each sweep.
- Repeat until whole head is combed and little treatment formulation is visible on the hair.
- After five minutes examine the tissues and assess the lice as dead (no movement), inactive (louse is stationary but moving legs or antennae) or active (louse moving).
- If the product is effective, all lice should be dead.

What to do if the product of choice does not work

If the product is not effective, ie. head lice are not dead at the end of exposure time, you can switch to the non-chemical method while waiting 7-10 days before re-treating with a different active ingredient. Continue checking the effectiveness of treatment products until an effective product is found, or use the non-chemical method.

Why treatment agents may not work

True treatment failure has occurred when live head lice are detected immediately after the end of exposure time to a treatment agent. Failures can sometimes occur even when solutions are used according to the manufacturer's instructions. This may be the result of using an ineffective treatment formulation or the lice having become resistant to a particular treatment agent. It is then preferable to change to a different formulation or another treatment agent with a different active ingredient, or use the conditioner and combing method.

The reappearance of head lice in a short time after a successful treatment (ie. all lice were dead after the exposure time) does not indicate treatment failure. It could be due to head lice hatching from eggs which survived the initial treatment or re-infestation from another source. Ensure that you maintain a weekly detection routine and apply follow-up treatments as specified in the treatment section.

Transmission:

Head lice do not jump or fly. They are spread mainly by direct head to head contact. They have strong claws and move by swinging from hair to hair.

This can happen when people play, cuddle or work closely together.

A few head lice have been found on combs, hairbrushes and pillowcases. However, transmission from these objects can only occur when the item is used within the 24 hour period following use by an infested person. This is because head lice can survive only up to a day away from the human host. Head lice must feed on human blood every six hours to replenish their water supply or they will die from dehydration. The longer they are away from a human host, the weaker they become and the less likely they are to infest the next person.

Head lice do not live or breed on animals, bedding, furniture, carpets, clothes or soft toys. Their life cycle must be completed on the human head.

Head lice are a very common problem in schools and institutions everywhere in the world. While they are not a threat to health and do not transmit disease, they do cause a lot of distress and anxiety for families and schools. Anyone can get head lice. They affect all socioeconomic groups and are not a sign of poor hygiene. They have no preference for ethnic background, hair colour, hair type or age.

Detection of head lice

All parents should check their children and other family members for head lice regularly as early detection decreases treatment time and helps break the breeding cycle. The most effective way to detect head lice is by using the hair conditioner and combing method. You will need white coloured hair conditioner, an ordinary comb, a fine tooth head lice comb and white tissue/kitchen towel.

- Apply sufficient white conditioner to dry hair to completely cover the scalp and hair from roots to tips.
- Use an ordinary comb to detangle hair and evenly distribute the conditioner. Divide the hair into four sections.
- Comb hair from root to tips using a fine tooth head lice comb.
- After each stroke, wipe the comb onto a white tissue, checking the comb and tissue for head lice.
- Comb the whole head, checking for lice.
- Put all tissues in a plastic bag, tie the top and put the bag in a rubbish bin.
-

All members of the family/household should be checked once per week using this method as long as infestation remains within the household.

Prevention:

While there is no need to vacuum, wash or treat with insecticide any furniture, clothing, bedding (except pillowcases), toys, carpets or hats, the following actions can be taken to help prevent infestation/re-infestation:

- Avoid head to head contact with other persons.
- Keep long hair tied back or in plaits, especially at school.
- Do not share brushes, combs, or pillows.
- Wash combs and hair brushes after each use (60oC for 30 seconds).
- Pillow cases of persons known to be infested should be washed daily on hot cycle or put in the clothes dryer for 15 minutes.
- Treat all household members whose head lice have been detected.
- Keep hair short, particularly during an outbreak. It is easier to detect and treat head lice in short hair.

URL: <http://conditions.health.qld.gov.au/HealthCondition/condition/14/165/351/head-lice>

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Notify your school so that others can be alerted to the problem and can check for head lice and arrange treatment if necessary.

Help and assistance:

For more information and assistance in managing head lice, families can contact their local public health nurses, child health clinics, pharmacists and family doctors.

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Appendix 2

Communication regarding the administration of medications in schools

1. Administering medication at school

If your child requires staff to administer medication to your child at school, please contact the school office in the first instance to discuss your child's requirements.

Please note, school staff will only administer medication that:

- has been prescribed by a qualified health practitioner (e.g. doctor, dentist)
- is in its original container
- has an attached pharmacy label.

Office staff will ask you to complete and sign Section 1 of the *Administration of medication at school record sheet*.

N.B. If your child requires more than one medication, you will need to complete a form for each medication.

2. Requirements for students at risk of anaphylaxis

If your child is at risk of anaphylaxis, it is important for you to provide the school with your child's emergency medication and their ASCIA Anaphylaxis Action Plan, completed by your doctor. This Anaphylaxis Action Plan provides the instructions for the school to administer your child's medication in an emergency, which is specific to respond to their health condition.

If you have any concerns about your child's health condition, please contact the school on 40941 130.

3. Requirements for students at risk of asthma

If your child has asthma and requires assistance to administer their medication, it is important for you to provide the school with your child's emergency medication and their Asthma Action Plan, completed by your doctor. An Asthma Action Plan provides specific instructions for the school to administer your child's medication.

We recognise that some students are capable of managing their asthma without adult assistance. If you are confident that your child can confidently, competently and safely self-administer their asthma medication, let the school administration know. The school will record your decision and will not require your child's Asthma Action Plan. Please note that if your child requires assistance in an asthma emergency, staff will provide Asthma First Aid.

If you have any concerns about your child's asthma, please contact the school on 40941 130.

4. Providing medication to the school

Before you provide the school with your child's medication, check the expiry date to ensure it is in-date and there is enough for the agreed time period. It is also a good idea to take a note of the expiry date so that you can replace the medication before it expires.

Please note, school staff will not administer medication that you can buy over-the-counter at chemists and supermarkets (e.g. paracetamol, eye drops, cough syrup) unless it has been prescribed by your child's qualified health practitioner. For example, the school would administer paracetamol to a student only if it has been prescribed by their dentist to be taken for a short time after dental treatment.

School staff are bound by these regulations and we hope that all parents will acknowledge and cooperate with these rules.

It is safer for all students if you can provide medication to the school in person (rather than send medication with the student). If you can't provide the medication in person, contact the school to determine the easiest and safest approach for the school to receive the medication.

If you believe your child is capable of self-administering their own medication at school, please contact me to discuss, as this requires my approval.

When your child's medication is no longer required to be kept at school, please collect all unused medication.