

# Steps for developing headlice guidelines for your early childhood centre or school



## Step 1 - Choose who will facilitate the process

Select who is going to facilitate the process of developing guidelines for managing headlice issues in our school or early childhood centre.

*What do we do about managing headlice issues? Who's going to take it on? Should it be the staff, the OHS&W committee, the SGC or all of us?*

## Step 2 - Form a working group

The next step is to establish a small working group including staff, students and parents. Set objectives and a timeline for action. Inform the school or early childhood centre community of the group's formation through, for example, a newsletter or a staff meeting.

*What do we want to say? What is our goal?*

## Step 3 - Map what's happening

Map what is currently happening in the school in relation to headlice and curriculum, ethos (attitudes) and environment and partnerships. Refer to DECS' guidelines and policies on duty of care, OHS&W. Work out how you will advance from your current situation, create a checklist.

*What are we already doing? Is anyone else already involved? What do the staff,*

*students and parents already know about headlice, treatment and prevention? Where to from here?*

## Step 4 - Consult with the whole school

Seek input from the whole school community about their perceptions and concerns about headlice. You might wish to:

- Conduct an anonymous survey of students, staff and parents (see sample questions)
  - Run reference groups (in which feedback is provided in confidence to encourage more honest responses)
  - Hold informal meetings
- Devote part of the OHS&W, SGC, or staff meetings to the process

*What do you think about headlice? What do you think we should teach young people about headlice, treatment and prevention?*

## Step 5 - Write your guidelines

Create a draft of your individual school or early childhood centre guidelines including the roles and responsibilities of staff, parents and young people. Get feedback from the whole school and early childhood centre community. Prepare a final version of the guidelines and gain final endorsement from key representative groups.

*What did people say? What do we think our role is? What are our guidelines?*

## Step 6 - Implement the guidelines

Set a date for the implementation of the guidelines allowing for adjustments to be made. Make this date soon, so that impetus is maintained. Publicise the guidelines as widely as possible by, for example, providing a copy of the guidelines to all staff, including an overview in a newsletter and/or any published information for young people and parents. Promote the guidelines regularly.

*We've decided to...  
Everyone agreed to...  
We're going to do this by...*

## Step 7 - Monitor and review the guidelines

Guidelines should be monitored and reviewed on a regular basis to ensure that the outcomes are being achieved. The working group will need to identify appropriate outcome measures.

*How is it going? Are we achieving our goals?*

## PLANNING FOR THE FUTURE

***Information collected during each step provides the basis for future planning.***

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