

BED BUG PROTOCOL FOR SCHOOLS

1. If a suspected bed bug is found on a child's clothing or in a school, efforts should be made to collect a specimen. The specimen should then be placed securely in a sandwich size plastic bag and sealed with tape. Try not to crush the bug and please do not staple the bag.
2. The school principal or designee will contact:
 - Doug Price
 - Environmental Specialist, Pitt County Schools
 - (252) 756-2313 or (252) 304-0525
 - dprice@pitt.k12.nc.us
3. Please note that pictures cannot be used to identify a suspected bed bug. Only actual bug specimens can be analyzed.
4. The Environmental Specialist or Pesticide Company will identify the specimen, usually the same day. Upon confirmation that the specimen is a bed bug, the division will notify the referring Principal or School Nurse Program Manager (847-6576). The School Nurse Program Manager will ensure the School Principal and Nurse Case Manager are made aware of the situation.
5. If a confirmed bed bug is found on a student, he or she should not be sent home.
 - a. Notify the parent.
 - b. It is not necessary for the student to be sent home or isolated from other students.
 - c. The student should be temporarily removed from the classroom so that the school nurse or a qualified individual can perform an inspection of the student's clothing and other belongings including: hat, shoes, jacket, backpack, and school supplies.
 - d. Without drawing significant attention to the student, check the areas where the student sits or where affected belongings may have been placed for extended periods of time.
 - e. Try to collect specimens for positive identification. **Keep specimens as intact as possible.**
 - f. If a confirmed bed bug is found on a student, the student should change into temporary clothing and place all of their clothes (including shoes) in the dryer set on high for 30 minutes.
 - g. After treatment, the student should change back into their clothes and return to class.
 - h. Remaining belongings should be placed in a large zip lock plastic bag and plastic container.
 - i. If a dryer is not available to treat the clothes, the clothes should also be put into the plastic bag and container.
6. Ongoing individual student case management will be provided by the School Nurse Manager and School Social Worker.
 - a. The School Social Worker and Nurse Case Manager will meet with the family to address resources and methods to reduce the spread of bed bugs into the school environment.
 - b. If the home is being rented and an infestation is suspected, notify the landlord immediately.
 - c. If the home is owned by the parent or guardian and an infestation is suspected, a professional pest management company should be consulted immediately.
 - d. Send only essential items to school with the student.
 - e. At home, keep school items sealed in a plastic bag or plastic storage box with a lid to limit the likelihood of re-infestation.
 - f. At home, keep clean clothes sealed in a plastic storage box with a lid or trash bag until the student puts them on in the morning.

- g. Notification of other parents should only occur if a classroom infestation is identified. **Infestation is defined as an area consisting of all stages of the bed bug life cycle. The district's Environmental Specialist will make this determination.**
 - h. Provide literature on bed bug resources and information. The School Social Worker will have access to this information.
7. Once it has been confirmed that a bed bug has been found in the classroom, the classroom should be thoroughly vacuumed in the areas where student belongings are kept using a vacuum with a disposable bag. The room should be vacuumed on the day the insect is found and at least weekly thereafter. The bag should be disposed of immediately after use.

CARE OF STUDENTS WITH A KNOWN INFESTATION AT HOME

1. The School Social Worker and Nurse Case Manager will meet with the family to address resources and methods to reduce the spread of bed bugs into the school environment.
2. An individual plan of care will be developed by the school team (Principal, Nurse, Social Worker, and Teacher) that includes:
 - a. Discreetly removing the student to a private area upon arrival to school.
 - b. Provide bed bug free clothes and shoes for student to change in to.
 - c. Place the clothes that the student wore from home in a dryer for 30 minutes on high heat (including shoes).
 - d. Place belongings (book bag, etc.) in a large plastic container and remove only items needed for the school day (papers, pencil).
 - e. If no dryer is available at the school, the student's clothes will be placed in a plastic container.
 - f. At the end of the day, the student will be allowed to discreetly take their belongings home with them.
3. This practice will continue until Pitt County Schools receives documentation from a Pest Management Service that the infestation of the home has been eradicated (Appendix B).
4. Consider assigning students their own plastic storage box with a tightly sealed lid. This will help keep the bed bugs on one student's belongings from infesting another student's belongings. If possible, use a white box. This will make it easier to identify any bed bugs that remain in the box.

SCHOOL ACTIONS PRIOR TO TREATMENT

If a positive specimen is found and it is determined that the school needs professional extermination inspection/services, do not remove anything from the affected area until directed to do so by the Pest Management Company or Pitt County Schools Environmental Specialist. Care should be taken to limit the possible spread of the insects by transporting them to other areas of the school. If no other insects are found on inspection of the classroom, it is not necessary to vacate the space prior to pest management inspection.

PCS PEST MANAGEMENT SERVICES

If there is a positive identification, the following steps will be taken:

1. Pitt County Schools Environmental Specialist will notify the School Nurse Program Manager who will in turn notify the Principal and Nurse Case Manager.
2. Principal and the PCS Facilities Department will schedule a Pest Management Consultation.
3. Pest Management Contractor will schedule a service date.

4. A complete inspection of the room where the specimen was captured will be performed.
5. Licensed pest control specialists will remediate as needed.
6. After a positive identification of an **infestation, as determined by PCS Environmental Specialist**, the school principal should provide the school community with the following information:
 - a. Bed Bug Pamphlet
 - b. Parent or Guardian Notification Letter (Sample Letter – Addendum A). Prior to sending this letter home, the school administrator should contact the Director of Student Services, the Public Information Officer, and the Manager of School Health Services.

HELPFUL TIPS TO MINIMIZE BED BUGS IN THE CLASSROOM

1. Keep the classroom, especially coat and backpack closets, as clean and free of clutter as possible.
2. Hard surfaces can be cleaned by custodial staff with PCS approved cleaning products to remove eggs.
3. When possible, custodians should vacuum areas where students typically store their belongings (coat closet) as well as the baseboards where the carpet meets the wall.
4. Reduce the use of blankets, pillows, and carpeting in the classrooms.

ADDENDUM A
Sample Letter on School Letterhead

Date:

Dear Parent or Guardian,

As you know, bed bugs have been in the media recently because they are making a comeback as common household pests. Bed bugs are found in many places such as hotels, homes, airplanes, and movie theaters. Today, we found evidence of bed bugs in your child's classroom.

We are working with the Pitt County Schools Environmental Control Specialist and licensed pest control specialists to address this concern. The health department considers bed bugs to be a nuisance, but they are not a public health threat. Bed bugs can bite, usually at night, and the bite can cause mild swelling and an itch. It is important to know that bed bugs **do not** spread disease.

Even though it is unlikely for bed bugs to reproduce and spread in schools, Pitt County Schools will continue to work with licensed pest control specialists to provide thorough inspections of the school. The pest control specialists will treat areas as needed.

What to do if you have concerns:

- If you think your child has been bitten by a bed bug, apply simple first-aid measures. If you have concerns, contact your child's physician.
- If you have any questions regarding bed bugs in your child's school, please contact the school office.
- If you have any questions regarding bed bugs found in your home, we strongly recommend seeking professional assistance from a qualified pest company.
- For further assistance on preventing bed bugs, please see:
U.S. Environmental Protection Agency (EPA) bed bug information website:
<http://www.epa.gov/bedbugs/>
NYC Department of Health's "Preventing and Getting Rid of Bed Bugs Safely" brochure:
<http://www.nyc.gov/html/doh/downloads/pdf/vector/bed-but-guide.pdf>

Sincerely,

ADDENDUM B
Bed Bug Inspection Report

Dear Parent,

Today, a bed bug was found on your child or in your child's belongings. While this does not necessarily mean that the bed bug was brought to school by your child, it is important for the school community and your home that you inspect your home for signs of bed bugs.

Enclosed you will find information about bed bugs and an identification guide to help you with your inspection. Once you have inspected your home, please fill out the form below and return to the school office by _____.

Sincerely,

School Administration

I have been informed that a bed bug was found on my child (or their belongings) at school. I understand that bed bugs can be very difficult to control and in the best interest of my child and the school community, I have read and understand the educational materials provided to me regarding bed bugs. I have:

- Carefully checked my family and home for signs of bed bug infestation myself.
- Hired a pest management professional to check my family and home for signs of bed bug infestation. Name of pest control company: _____

After completing a careful inspection, I certify that to the best of my knowledge:

- I, or a pest management professional, found signs of bed bugs in my home and I will take the following actions to eliminate this infestation:

- I, or a pest management professional, did not find any signs of bed bugs in my home at this time. If I find evidence of bed bugs in the future, I will notify the school immediately and take action to address the infestation.

I understand that bed bugs can be spread to other homes if they are brought to school in backpacks, clothing, and other belongings. I understand that if bed bugs are repeatedly found on my child, then the school may take additional actions to protect the school community from bed bugs.

Signature _____ Date _____

Pest Management Professional's Signature _____ Date _____