**BED BUG PROTOCOL FOR BEAUFORT COUNTY 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:

Stan Hudson

Executive Director of Auxiliary Services

252-940-6614

shudson@beaufort.k12.nc.us

1. Please note that pictures cannot be used to identify a suspected bed bug. Only actual bug specimens can be analyzed.
2. The contracted Pest Management Company will identify the specimen, usually the same day. Upon confirmation that the specimen is a bed bug, the Director will notify the referring Principal, Public Information Officer (946-, and Lead School Nurse (946-0858, ext. 227).
3. If a **confirmed** bed bug is found on a student, he or she should NOT be sent home.
	1. Notify the parent.
	2. It is **not** necessary for the student to be sent home or isolated from other students.
	3. 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.
	4. 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.
	5. Try to collect specimens for positive identification. **Keep specimens as intact as possible.**
	6. If a confirmed bed bug is found on a student, the student should change in to temporary clothing and place all of their clothes (including shoes) in the dryer set on high for 45 minutes.
	7. After treatment, the student should change back into their clothes and return to class.
	8. Remaining belongings should be placed in a large zip lock plastic bag and a plastic container with a lid.
	9. If a dryer is not available to treat the clothes, the clothes should also be put in to the plastic bag and container.
4. Ongoing individual student case management will be provided by the School Nurse and School Social worker.
	1. The school Social Worker and the School Nurse will meet with the family to address resources and methods to reduce the spread of bed bugs into the school environment.
	2. If the home is being rented and an infestation is suspected, notify the landlord immediately.
	3. If the home is owned by the parent or guardian and an infestation is suspected, a professional pest management company should be consulted immediately.
	4. Send only essential items to school with the student.
	5. At home, keep school items sealed in a plastic bag or plastic storage box with a lid to limit the likelihood of re-infestation.
	6. 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.
	7. 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 Pest Management Company will make this determination.**
	8. Provide literature on bed bug resources and information. The School Nurse and the School Social Worker will have access to this information.
5. 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 the School Nurse 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:
	1. Discreetly removing the student to a private area upon arrival to school.
	2. Provide bed bug free clothes and shoes for student to change into.
	3. Place the clothes that the student wore from home in a dryer for 45 minutes on high heat (including shoes).
	4. Place belongings (book bag, etc.) in a large plastic container and remove only items needed for the school day (papers, pencils).
	5. If no dryer is available at the school, the student’s clothes will be placed in a plastic container.
	6. At the end of the day, the student will be allowed to discreetly take his/her belongings home.
3. This practice will continue until Beaufort County Schools received 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 the Beaufort County Schools Executive Director of Auxiliary Services. 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.

**BCS PEST MANAGEMENT SERVICES**

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

1. Executive Director of Auxiliary Services will notify the Lead Nurse who will in turn notify the Principal and School Nurse
2. Principal, with the help of the Executive Director of Auxiliary Services, 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 the Executive Director of Auxiliary Services and the Pest Management Consultant, the school principal should provide the school community with the following information:
	1. Bed Bug pamphlet
	2. Parent or Guardian Notification letter (Sample letter – Appendix A). Prior to sending this letter home, the school administrator should contact the Director of Student Services, the Public Information Officer and the Lead Nurse.

**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 BCS approved cleaning products to remove eggs.
3. When possible, custodians should vacuum areas where students typically store their belongings (coat closet, cubbies), as well as the baseboards where the carpet meets the wall.
4. Reduce the use of blankets, pillows, and carpeting in the classroom.