

## **Bed Bug Response Plan**

A student should not be excluded from school due to bed bugs. Efforts should be made to educate the family on how to get rid of bedbugs and prevent transporting them to school.

### **If a bed bug is found ON a student or his/her belongings:**

- 1) Discreetly call the school nurse or an administrator and inform them of a possible bed bug discovery.
- 2) Do not pick the bug off without the use of tape to trap the bed bug and preserve it for inspection. Be careful not to crush the bug. The bug should be taped and labeled with the student's name, date, and classroom found in.
- 3) The nurse or principal will collect the student and his/her belongings from the classroom and discreetly escort them to the nurse's office.
- 4) Have the student place his/her belongings (backpack, binder, coat, etc) into a plastic container.
- 5) If a confirmed bed bug is found ON the student or IN his/her belongings, parents/guardians are to be notified by phone and informed that the bed bug was found and about what the school's protocol is for handling this. At this time, it is also recommended to the parent that they look for the bed bugs at home for treatment. Bed bugs can crawl onto or off a person or their belongings at any time, so it is also possible that someone else brought the bed bug to school.
- 6) In the nurse's clinic, the student will remove shoes to be checked for bed bugs. All of his/her remaining clothing will be shaken down for any bed bugs. If no further bugs are found he/she may return to class.
- 7) Belongings will be placed in a plastic container and will remain in the container until the student is ready to go home.
- 8) Planners, binders, backpacks, etc will be inspected by the school nurse/administrator prior to being allowed in the classroom.
- 9) Discreetly check the areas where the student sits or belongings may be placed for extended periods of time (desk, cubby, locker) for infestation within the classroom. Lockers may be checked by the nurse and an administrator as well. The student's name should remain private to protect their privacy as much as possible.
- 10) The parents should be encouraged not to send items from home and to decrease the number of items being transported from home to school daily. They should also be encouraged to shake out/check any items being sent to school before their student leaves for school each morning.

- 11) Each morning the student should report to the nurse's office upon arrival to school in order to change clothing and have their belongings checked.
- 12) This protocol will be followed for two weeks unless bed bugs continue to be found daily on the student.
- 13) If an infestation is found within the classroom, parents, and guardians of all students in the classroom should be informed and the district will provide further instructions for how to handle the treatment of the room by a professional pest management company.

**If a bed bug is found in a classroom, but not on a student:**

- 1) A bug found within the classroom should be taped and labeled with the date, time and classroom found in.
- 2) The classroom should be checked by the custodian for further bugs or infestation. A vacuum should be run in the classroom and the vacuum bag should be discarded in the outside dumpster.
- 3) If an infestation is found within the classroom itself, parent(s) and guardian(s) of all students in that classroom shall be informed with the administration's approval. The district will provide further instructions on how to handle the treatment of the room by a professional pest management company.
- 4) If no further bugs are found within the classroom, the teacher and custodian should just remain vigilant for further bugs.

**Educating and Contacting Parents**

- 1) First, we must notify the parents and make them aware of the finding of a bed bug on their student. Ask them to check their homes for the presence of bed bugs or if they are already aware that a problem exists.
- 2) The school counselors, school social worker, or CIS personnel should then provide help in getting contacts and resources that may be able to aid them in getting the problem taken care of if a problem exists at their home. If they rent their home, they may advise the family to contact their landlord and make them aware of the problem, as this may be taken care of by the landlord. This may be through social workers, child advocates, etc.
- 3) Explain to the parents the importance of his/her student transporting as little as possible back and forth from home to school. They also need to have a discussion with their students about the fact that they will have to come to the clinic daily at school for

their clothing and belongings to be checked until the problem is resolved. Before putting their students on the bus or leaving home each morning, they should have the student shake out their clothing and belongings (backpack, binder, clothing).

4) Educational materials should be sent home for the parent on how to treat their home, how to launder clothing, and how to prevent the spread of bedbugs. Material such as "Let's Beat the Bug" should be given to them.