

WESTERVILLE CITY SCHOOL DISTRICT BED BUG PROCESS and PROCEDURES

Board Admin Guideline: 8451.01 (last revision, July 2022)

1. SUSPECT BED BUGS

If a student, parent, and/or teacher reports bed bugs, bring the student to the clinic/office in a discrete manner. Inspect coats, book bags, clothing, including shoes, for any specimens (bug of any kind).

2. NO BUGS FOUND

Nothing further needs to be done.

3. SPECIMENS FOUND

Collect the specimens. (DO NOT KILL, CRUSH, OR PLACE SPECIMEN BETWEEN PIECES OF TAPE.) If the specimens are crushed and/or missing parts, they cannot be identified. Place the specimens in a Ziploc baggie and place the specimen in the clinic freezer. Contact Tim O'Brien (Ph: 614-797-5983 or email: obrient@westerville.k12.oh.us)

a. Contact Parents

Contact parents or guardians as needed (including students who are household members) and refer them to the Central Ohio bed bug task force website; <http://centralohiobedbugs.org/>. Additionally, the parents or guardians should be urged to seek professional pest management services for their home or to contact the landlord for such services if renting/leasing said property.

b. Notify School Nurse

Notify school nurse in other buildings with students who are household members, as applicable.

4. POSITIVE BED BUG IDENTIFICATION-UNKNOWN SOURCE

If there is positive identification of the specimen as a bed bug, Bob Parsons will direct the custodial staff with the next steps to be done at that specific building.

5. POSITIVE BED BUG IDENTIFICATION--KNOWN SOURCE

This process should be conducted for seven (7) consecutive school days or until no more bed bugs are found. If bed bugs are found on the student (or students who are household members) again at a later date the process should resume. The checking and bagging process shall apply to any students in the same household.

a. Arrival Procedure

If there is positive identification of a bed bug on a student, or student's belongings, the student should report to the clinic for assessment. Clinic staff will check the student and student's belongings for any additional bugs. If bed bugs are found on student's personal items, then all personal belongings shall be placed in large plastic bags, tied tight, and held in the clinic.

b. Dismissal Procedure

At the end of the day, the bag should be inspected for any specimens. Specimens should be collected in baggies to be given to Tim O'Brien.

(i) **Walkers and Car Riders:** After the plastic bag has been inspected, return the contents to the student. Tie the bag shut and dispose of it in the trash. This will be done for seven (7) school days. If another bug is found, the seven (7) school days starts over, continue bagging until no more bugs are found.

1. **If a live bug is found at the end of the school day inform parent or guardian. Student may then be dismissed as normal.**

(ii) **Bus Riders:** After the plastic bag has been inspected, return the contents to the student. Reassess the student's wearable items. Tie bag shut and dispose of it in the trash. This will be done for seven (7) school days. If another live bug is found, the seven (7) school days starts over, continue bagging until there are no more bugs found.

1. **If a live bug is found on student, parent needs to be contacted and made aware that student is not permitted to ride the bus home and will need picked up.**

c. **Exclusion from school**

According to, "The Central Ohio Bed Bug Task Force"

Students should not be excluded from school due to bed bugs unless repeated efforts have been made to remedy an infestation. ("Bed Bugs: What Schools Need to Know", 2017)

NOTE ON SPECIMEN IDENTIFICATION: Bed bugs and bat bugs are very similar in appearance. We treat all sightings as potential bed bugs.

6. **NOTIFICATION OF STAFF**

It is advised to inform building staff as soon as positive bed bug identification is completed. Notification of staff is primarily used to keep staff updated on the situation and to increase their awareness and observation, to be on the lookout for bed bugs in their school, classroom, students, and their own personal belongings. It is important to remember that bed bugs "hitch hike". It is also important to remember that although schools and school buses are a means of transportation from one location to another, schools are not a likely place for infestations.

7. **SCHOOL LETTERS**

A letter should only be sent home with students if bed bugs have been positively identified in the school and associated with a school site specific infestation. The building administration, along with recommendations from Tim O'Brien, will determine whether the letter will be an entire building or individual classroom distribution.

Sources:

Bed Bugs: What Schools Need to Know. (2017, June 14). Retrieved July 22, 2022, from <http://centralohiobedbugs.org/guidance-for-professionals/school/bed-bugs-what-schools-need-to-know/>

Revised 5/4/17, 3/22/18, 4/19/18, 12/12/18

Reviewed and Revised by B.Parsons, T.O'Brien and T.Santa 07/2022