

Centralia City School District #135
Bed Bug Protocol

1. SUSPECTED BED BUGS

If a staff member receives a credible report (from parent/teacher/other) that bed bugs are suspected, information should be reported to school health personnel and building administration for further investigation.

2. SPECIMEN FOUND FROM STUDENT/PARENT REPORT OF INFESTATION

If insects are seen on a student or a student's belongings, an attempt should be made to collect specimen for identification. **DO NOT KILL, CRUSH, OR PLACE SPECIMEN BETWEEN PIECES OF TAPE** as it makes the identification process difficult. If possible, place the specimens in a Ziploc baggie for later identification. School administration/School health personnel should be notified and will verify that a classroom introduction and/or infestation has occurred. Appropriate staff members should be notified as necessary.

If it is determined that there is an ongoing risk of a student bringing bed bugs to school, the affected student(s) should deposit backpack, coat and/or other belongings in a safe place when arriving at school. A safe place may include a bed bug-tight container in a classroom (or designated area) such as a lidded plastic tubs (e.g., Rubbermaid® or Tupperware® type containers) with smooth vertical sides. Such containers should be available in all school buildings for use by teachers as needed.

The child should be provided with a note to parent/guardian(s) alerting them that evidence of repeated bite marks on the body or actual physical presence of bed bugs have been found on the child's clothing or belongings. The notice should include **literature on bed bugs and their control**. In most housing situations, it is the responsibility of the homeowner to take care of bed bug problems. 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.

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School Nurse/Administrative Staff should decide on an appropriate action to address student hygiene and limit the risk of bed bugs being transported from home. Options may include but are not limited to:

- Isolation of student belongings if there is no further evidence of bed bugs on the child's person, or other signs of poor hygiene at home or school.
- Limiting items brought into school buildings from home.
- When children come to school with infested clothing, providing fresh, bed-bug-free clothing for the student, sealing the infested clothing in a sealed container for temporary storage, or heating clothes in a dryer on high temperature setting for at least 20 minutes.
- Prohibiting district bus transportation to and from school building
- Contacting Child Protective Services if there is evidence of willful neglect or abuse.
- Requesting proof of professional pest control service documentation

3. POSITIVE BED BUG IDENTIFICATION: UNKNOWN SOURCE

If there is positive identification of a bed bug found in a school building, administration and/or school health personnel will direct the appropriate parties with the next steps to be completed at that specific building.

Should bed bugs be found in a classroom, the following steps should be taken:

- The affected rooms and appropriate furniture should be thoroughly vacuumed (**Important: vacuum bags be discarded in outdoor dumpsters after use**). Administration/Health staff or the district pest management contractor may need to be available to advise and direct cleaning efforts. Should bedding, couches or furniture be in an area of a suspected infestation, or be found to have signs of bed bugs, the furniture will either be removed from the facility for disposal, or treated in place by a trained professional.
- Contact pest control services and/or canine pest detection services for inspection and treatment of buildings if deemed necessary by administrative staff

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- A process for determining whether, when and how to contact school parents in case of bed bug infestation to a school will be discussed and coordinated with the appropriate school staff.

It shall be up to the discretion of school health personnel and administrative staff to determine the longevity of prevention procedures to reduce the risk of spreading infestation. It may be required to provide proof of professional pest elimination services and documentation of clearance of infestation of the residence in order to cease prevention methods while in school attendance. If evidence of ongoing infestation (continued bites/discovery of insects) occurs, procedures may be continued or process restarted if deemed necessary by appropriate personnel.

4. NOTIFICATION OF STAFF

Appropriate staff should be informed 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.

5. SCHOOL LETTERS

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