BED BUG PROTOCOL

Bed bugs are small insects that feed on human blood. They are usually active at night when people sleep. Bed bugs are usually not seen during daylight hours. Although bed bugs are becoming a very common problem that impacts our general quality of life, they are not known to transmit diseases. The home of any person can be infested by bed bugs, regardless of sex, race, or economic status. It is important to treat each child with discretion, dignity and respect when dealing with this issue.

Confirmation of Bed Bug on an individual student in the School Setting

1. If a student is identified as potentially having bed bugs, the student should temporarily be removed from the classroom so the School Based Social Worker, Counselor, or a qualified individual can perform an inspection of the student’s clothing and other belongings (including hat, shoes, jacket/coat, backpack and school supplies). This inspection should be done in a confidential and private area.
2. Without drawing significant attention to the student, check the areas where the student sits or affected belongings may be placed for an extended period of time.
3. To confirm there are bed bugs, positive identification is required. Try to collect specimens for positive identification. Place the specimen securely in a sandwich size plastic bag and seal with tape. Try not to crush the bug and do not staple the bag. Keep specimens as intact as possible. Please note that pictures cannot be used to identify a suspected bed bug. Only actual bug specimens can be analyzed.
4. The School Principal should contact the Director of Maintenance for pick up.
5. The Director of Maintenance will identify the specimen, usually the same day, and upon confirmation that it is a bed bug the Director of Maintenance will notify the School Principal and the Elementary or Secondary Director of Education.
6. Upon determination that it is a bed bug which was found on a student, he or she should not be sent home, but parents should be notified. Contact the parent, legal guardian, or person responsible for the student and discuss the situation. Inform them of the protocol that will be followed. Send home a copy of the district information sheet on how to deal with bed bugs at home with the child.
7. Until parents verify home treatment, the affected child should check in through the office each day. Any back packs or coats brought by the child should be placed in a sealed plastic bag. Remember to protect the integrity and confidentiality of the student.

Suggestions to Share with the Parent, Legal Guardian, or Person Responsible for Student’s Care

1. When discussing the situation with the parent, legal guardian or person responsible for the student’s care the following suggestions can also be given:
   a) If the home is rented, notify the landlord immediately, especially if an infestation is suspected.
   b) If the home is owned they can contact a professional pest management company for assistance. Muskogee Health Department can also be contacted for assistance.
   c) Send only essential items to school with the student.
   d) Keep school items sealed in a plastic bag or plastic storage box with a lid at home to limit the likelihood of re-infestation.
e) Keep clean clothes sealed in a plastic storage box with a lid or trash bag until the student puts them on in the morning.

**Confirmation of Bed Bug in the School Setting**

1. The Director of Maintenance will schedule a pest management inspection with the Pest Management Company. Note: If no other insects are found on inspection of the classroom, it is not necessary to vacate the space and it is not considered an infestation.
2. Parental notification of all classroom parents should only occur if a classroom infestation is identified.
3. After positive identification of an infestation, the School Principal will provide the classroom parents with appropriate information such as the Muskogee Health Department Bed Bug Fact Sheet and MPS Bed Bug Notification letter and information sheet on dealing with bed bugs at home. The School Principal will notify the Director of Public Information, prior to parental notification.
4. The Director of Maintenance will arrange for treatment of the classroom as soon as possible.

**Recommendations For Keeping Bed Bugs Out Of The Classroom**

1. Reduce clutter. Clutter serves as an ideal habitat for bed bugs whether at home, school or office. By reducing clutter in your workplace or school, you provide fewer places for the bed bugs to hide and fewer opportunities for them to hitchhike to your home.
2. Keep your belongings stowed separately from those of other people. If there is a known problem with bed bugs in the office or school, consider storing your belongings in a plastic bags or bins.
3. Be vigilant in areas where bed bugs are most likely to be found, which include break rooms, storage areas (coat closets or cubbies), offices or lounges with upholstered furniture, or areas where people may rest.
4. Educate the staff so that they know what to do if a bug is found that appears to be a bed bug.
5. Discourage panic and the stigma associated with bed bugs. These are counterproductive and can make treatment more difficult.
6. Vacuum daily to pick up any stray bugs before they settle in.

For additional information/concerns contact