

## **BED BUG PROTOCOL**

Spiro Public Schools is committed to providing a safe and healthy environment for all students and employees. School administrators will enforce this policy for the benefit of the school community but will attempt to avoid embarrassment to an affected individual as practical given the totality of the circumstances.

It is important to remember that bed bugs can resemble other insects and that many bed bugs submitted for identification are not, in fact, bed bugs. If a suspected bed bug is found on a student or the student's clothing, backpack, lunchbox or other belongings, or in a school, a discrete effort should be made to collect a specimen. The specimen should be collected by a staff member wearing rubber gloves and placing the specimen in a plastic bag sealed with tape. The specimen should be collected intact and not crushed by using a piece of tape, gauze or tissue. To kill the specimen, place the sealed bag in a freezer for 30 minutes. Any employee who suspects a bed bug infestation should immediately notify the site administrator. The site administrator will notify:

Skyler McClendon-school nurse  
Spiro Public Schools  
Spiro, OK  
918-962-5186

The school nurse will arrange for the specimen to be analyzed to confirm whether the specimen collected is in fact a bed bug. If it is confirmed that a bed bug has been found on a student and/or his or her belongings, the nurse should:

1. Notify the student's parent/guardian by phone if possible. If the parent/guardian cannot be reached by phone, a letter in the form attached to this policy should be prepared and sent home with the student.
2. Discreetly remove the student from the classroom so that either the school nurse or a qualified individual can perform an inspection of the student's clothing and/or belongings.
3. If it is confirmed that a bed bug exists either on the student's clothing or belongings, then the student should be provided a temporary change of clothing. The clothing (including hats, jackets, shoes, etc.) should be placed in a dryer set on "High" for 30 minutes. The same process should then be followed with the student's belongings. If a dryer is not available, the clothes and/or belongings should be placed in a plastic bag or plastic container;

4. After treatment, the student should change back into their clothing and return to class; and belongings should be placed in a large plastic bag or plastic container; and the student should not be excluded from the classroom due to bed bugs.

### **School Actions Prior to Treatment**

If it is confirmed that a bed bug has been found and determined that a site needs professional extermination inspection/services, do not remove anything from the affected area until directed to do so by the pest control company or the school facilities director. Care should be taken to limit the possible spread of the insects by transporting them to other areas of the site. If no other insects are found on inspection of the affected area, it is not necessary to vacate the area prior to pest control inspection.

### **Care of Students With a Known Infestation at Home**

The school nurse should communicate with the student's family to address resources and methods to reduce the spread of bed bugs into the school environment. The student's family should be notified that an individual plan of care will be developed for the student, and that this plan will be followed until the district receives documentation from a pest control service that the home infestation has been eradicated.

An individual plan of care will be developed for the student which includes:

1. Discreetly removing the student to a private area upon arrival at school;
2. Providing bed bug-free clothing and shoes for the student to change into upon arrival;
3. After removing the items needed for the school day, the student's clothes and belongings from home should be placed in a dryer set on "High" for 30 minutes. If a dryer is not available, the clothes and belongings should be placed in a plastic bag or container and the student allowed to attend class in the school-provided clothing;
4. Spare textbooks may be provided for the student to use at school and left in the classroom;
5. At the end of the school day, the student will be allowed to take their clothing and/or belongings home.

The individual plan of care developed for a student will remain in place until there is cause to believe the bed bug issue has been cleared from the home and the student has arrived at school with no signs of bed bugs for ten (10) school days.