

## Parkway School District

### BED BUG PROTOCOL FOR SCHOOLS

1. If a suspected bed bug is found on a child's clothing or in a school, efforts should be made to collect a specimen. The specimen should then be placed securely in a sandwich size plastic bag and sealed with tape. Try not to crush the bug and please do not staple the bag.
2. A live bug can be placed in a sealed plastic bag in the freezer for an hour or two to kill the bed bug until ready to transport.
3. School principal, or designee, should submit a district work order for our district licensed pest control technician to identify the specimen and conduct an inspection of the area; complete the "Specimen Data Submission Form" (see Addendum A) and contact either:

Juliette Travous	Terry Plesia
Manager Environmental Services	Parkway Pest Control
314-415-8294	314-393-6607
4. The Parkway pest control will identify the specimen, and upon confirmation that it is a bed bug, the Environmental Services Department will notify the Parkway Director of Health Services and the School Principal.
5. A complete inspection of the areas occupied by the student will occur.
6. Ongoing individual student case management will be provided by School Health Services. Principals will alert the School Nurse to facilitate this intervention.
7. If a suspected bed bug is found on a student, the parents should be notified, however, he or she should not be sent home.
  - a. It is not necessary for the student to be sent home or isolated from other students.
  - b. The student should be temporarily removed from the classroom so the school nurse or a qualified individual can perform an inspection of the student's clothing and other belongings (including: hat, shoes, jacket, backpack, and school supplies).
  - c. Without drawing significant attention to the student, check the areas where the student sits or affected belongings may be placed for extended periods of time.
  - d. The students clothing can be placed in a dryer on high for 40 minutes to kill any residual bed bugs
  - e. If the student uses a locker, personal items should be removed from the locker and placed in a plastic tote or bag.

- f. If needed, collect specimens for positive identification. **Keep specimens as intact as possible.**
8. If a student is believed to have brought a positively identified bed bug to school, notify the student's parent or guardian and give them the following recommendations:
    - a. If the home is being rented, notify a landlord immediately if an infestation is suspected.
    - b. If the home is owned by the parent or guardian and an infestation is suspected, a professional pest management company should be consulted immediately.
    - 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.
    - f. Notification of school community should only occur if a classroom infestation is identified.

If an infestation of bed bugs is found in the school/building inspected then further action will be taken. In the school setting, an infestation is defined as: Two or more positively identified bed bugs found in a monitoring station. Do not remove anything from the affected area until directed to do so by Parkway Environmental Services Department or a contracted pest management company. We want to limit the possible spread of the insects by transporting them to other areas of the school. If no other insects are found on inspection of the classroom, it is not necessary to vacate the space prior to pest management inspection.

### **PARKWAY PEST MANAGEMENT SERVICES**

If there is a positive identification of bud bugs in the building, the following steps will be taken:

1. The Parkway Environmental Services Department will notify the Director of Health Services and the Principal to schedule a Pest Management Consultation.
2. Determine if an outside contracted pest management company should be brought in for treatment of area.
3. A complete inspection of the room where the specimen was captured will be performed.
4. Licensed pest control specialists will remediate if required.
5. After a positive identification of an infestation, the school principal should contact, the Parkway district communications office for assistance with communication with the school community:

- a. Parent or Guardian notification letter (sample letter, Addendum B); Prior to sending this letter home, the school administrator should contact the Director of Health Services and Manager of Environmental Services.

## **HOW TO KEEP BED BUGS OUT OF THE CLASSROOM**

1. Keep the classroom, especially coat and backpack closets, as clean and free of clutter as possible.
2. Hard surfaces can be cleaned **by custodial staff with district approved cleaning products** to remove potential bed bug eggs.
3. Custodians should vacuum areas that students typically store their belongings in (example: coat closet) as well as the baseboards where the carpet meets the wall.
4. Custodians should dispose of vacuum bag immediately after vacuuming.
5. Consider assigning students their own plastic storage box with a tightly sealed lid. This will help keep the bed bugs on one student's belongings from infesting another student's belongings. If possible, use a white box. This will make it easier to identify any bed bugs that remain in the box.

For more information, see the Missouri Department of Health and Senior Services website at <http://health.mo.gov/living/environment/bedbugs/index.php?style=mobile1> .

## **ADDITIONAL CONCERNS**

If there are additional concerns, please contact the Parkway Manager of Environmental Services at 314-415-8294 or the Director of Health Services at 314-415-5064

## **RESOURCES FOR MORE INFORMATION**

Missouri Department of Health and Senior Services,  
<http://health.mo.gov/living/environment/bedbugs/index.php?style=mobile1>  
Bed bug information from the U.S. Environmental Protection Agency (EPA):  
<http://www.epa.gov/bedbugs/>

New York City Department of Education Office of School Support Services, Bed Bug Protocol for Schools, available at <http://schools.nyc.gov/NR/rdonlyres/8E645CCF-37CF-481E-82C3-63A3EEDD9007/0/BedBugKit.pdf> - primary source for this protocol

Bed bug information from the U.S. Environmental Protection Agency (EPA):  
<http://www.epa.gov/bedbugs/>

**ADDENDUM A**

**PARKWAY SCHOOL DISTRICT  
PEST MANAGEMENT SERVICES**

**Bed Bug  
Specimen Data Submission Form**

On \_\_\_\_\_ (date) a presumed bed bug was found

(Choose one)

- \_\_\_\_ On a student
- \_\_\_\_ On a student's belongings
- \_\_\_\_ On furniture/wall within a room
- \_\_\_\_ Other: \_\_\_\_\_

- Room Number \_\_\_\_\_
- School Name \_\_\_\_\_
- School Principal Name \_\_\_\_\_
- School Principal Phone Number \_\_\_\_\_

Enclosed is a suspected bed bug specimen. Please confirm the identity of this specimen so that, if appropriate, I can notify the parent/guardian of a possible home infestation.

Thank you in advance for your assistance.

Comments

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**This form is to be completed and submitted with the specimen to:**

Parkway Environmental Services Department  
Call District Pest Control Technician at 314-393-6607 or  
Manager of Environmental Services at 314-415-8294

## ADDENDUM B

### Sample Letter On School Letterhead

Dear Parent or Guardian:

We are writing you to let you know that we recently found a bed bug in your child's classroom.

As you know, bed bugs have been in the media a lot lately because they are making a comeback as a common household pest. Bed bugs are found in many places including hotels, homes, planes and movie theaters.

We want to keep you informed of what is happening here and what we are doing.

We are working with licensed pest control specialists to address this concern. Bed bugs are a nuisance but they are not a public health threat. Bed bugs can bite, usually at night; the bite can cause mild swelling and an itch. Bed bugs do not spread disease.

Parkway School District and pest control specialists are inspecting the school. The pest control specialists will treat areas as needed.

What to do if you have concerns

- If you think your child has been bitten by a bed bug, apply simple first-aid measures; if you have concerns, contact your physician
- If you have any questions regarding bed bugs within your child's school, please contact the school office
- If you have any questions regarding bed bugs found in your home, please call the a pest control specialist.

For more information about bed bugs, see the Missouri Department of Health and Senior Services website at

<http://health.mo.gov/living/environment/bedbugs/index.php?style=mobile1>.

Sincerely,

**NAME**

Principal

***Note: Do Not Send Letter Before Discussing with Parkway Communications Department; Environmental Services Department and the Director of Health Services.***

***9/7/17***