Administrative Procedure ~~-~~ Bed Bug Protocol

School Responsibility: Provide a healthy, pest-free environment
Parent Responsibility: Provide a safe and healthy living environment

Educate: Parents, staff, and the Community

Suspect Bug Found:
1. First responder must isolate bug.
2. Notify the principal.
3. Principal must notify custodian/Director of operations.
4. Follow custodial protocol.

Bed Bug Confirmation

Found on the child's clothing / belongings

Discreetly remove child from classroom

Principal or designee examines belongings and locker for presence of bed bugs

Principal, designee, or nurse makes phone call to inform child's parents

Bed bug educational materials should be sent home with the student

If repeated instances occur, consider the following:
- enlist the assistance of appropriate agencies
- require proof of treatment from parents
- exclude the student if treatment not performed

Found in the classroom or in the environment

Have trained staff or school pest management contractor inspect room for evidence of bed bug infestation

Consider sending parent notification for all students in affected areas

Evidence of infestation

NO evidence of infestation

Follow school Pesticide Management plan

Continue to observe

If repeated instances occur, follow local policy and enlist the assistance of appropriate agencies

Adopted: April 10, 2013
Reviewed:
Amended: