



Regina Roman Catholic Separate School Division # 81

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| Students 9511 <hr/> Bed Bug Protocol for Schools | Administrative Application | |
| | Effective: | January 7, 2019 |
| | References: | Saskatchewan Health Authority The Child and Family Services Act, Sec. 11, 12, 13 Policy 12 – Role of the Director |
| | Status: | Operational |

Preamble

The home of any person can be infested by bed bugs, regardless of race or economic status. Bed bugs prefer an environment where they can hide during the day and come out at night to feed on a sleeping host. Because most schools and institutional child care centers do not provide this type of environment, major infestations of school and child care center buildings are rare. However, bed bugs hiding in clothing or backpacks can hitchhike to and from schools and child care centers, potentially providing a hub for bed bug spread. It is important to treat each child with dignity and respect when dealing with this issue.

Currently there is no scientific evidence demonstrating that exclusion policies are effective at reducing bed bug transmission in the school environment. What is encouraged and supported is for schools to develop a response plan based on the recommendation and management procedures outlined in this Administrative Application. These procedures would include:

1. Assist staff to identify bed bugs and the signs of bed bugs in the classroom and children's items. This may include actual insects, cast skins, or excessive insect bites on a child.
2. When a student with bed bugs is identified on their person or in their belongings, the student may remain in school until the end of the day. (see *Procedures to Follow if a Bed Bug is Found on a Student* in this administrative application).
3. Respond promptly to bed bug complaints within the school and through contact and counseling with parents/caregivers.
4. Parents/caregivers should promptly respond to bedbugs in the home for the health and safety of the family and school community.

Application

1. **Reporting**
As soon as bed bugs are suspected or a number of students are getting bitten during class, the school should contact the Superintendent of Facilities who will contact the appropriate pest management resource.
2. **To Avoid a Bed Bug Infestation In a Classroom**
 - a. Reduce all clutter within a classroom and cloth furniture.



- b. Backpacks, lunchboxes, and other items that travel back and forth to school can be inspected daily and sealed in plastic containers or bags.
 - c. Regular cleaning routines should be maintained, such as vacuuming, sweeping and damp mopping.
 - d. Caretaking staff should wear regular protective cleaning equipment.
 - e. Hard surfaces can be cleaned with standard cleaning products.
 - f. If bed bugs have been found repeatedly in a particular classroom, contact the Superintendent of Facilities. (See Reporting #1).
3. **School Communities have Responsibility for:**
- a. Developing school procedures to support prevention and control.
 - b. Policies and procedures should include the following elements:
 - i. Individual school bed bug policy.
 - ii. Procedures for students with recurring evidence of bed bug infestation in the home, or repeat violators of the school's bed bug policy.
 - c. School Administration in conjunction with Education Services will work together to evaluate chronic cases within the school and/or school division and work together with other local agencies to achieve compliance with the school's bed bug policy.
 - d. Disseminating current information about bed bugs.
 - e. Providing educational information for parents/caregivers.
 - f. Alerting parents/caregivers when cases have been identified and urging vigilance at home.
 - g. If tenant/landlord conflicts impede timely treatment, parents should be advised to talk with local agencies responsible for housing and code enforcement, human services, or the local health region.
 - h. Protecting staff and students.
4. **Refer to the attached appropriate targeted intervention checklist.**
5. **Exclusion**
Exclusion of a student for bed bugs is generally not recommended. In some cases this option may need to be considered or utilized for resolution of the situation. Exclusion alone will not solve a bed bug infestation, but may serve to prompt stronger or more effective measures.



**Targeted Intervention
Procedures to Follow if a Bed Bug is
Found on a Student**

1. If the bug was found on a student or a student's belongings, the student should be discreetly removed from the classroom so that a qualified individual can examine the student's clothing and other belongings. Any bugs found should be removed and collected for identification. Try to keep the specimens as intact as possible, by using scotch tape and enclosing in a plastic bag.
2. **Confirm that the insect is a bedbug before proceeding.**
3. The school principal should contact the Superintendent of Facilities who will recommend a pest management service to assist in identifying the specimen(s).
4. If a confirmed bed bug was found on a student, then the school principal should contact the child's parents or guardian by phone. An inspection report should be sent home with the student, and completed promptly. (See *Sample Parent Bed Bug Inspection Report for Schools*) Educational materials such as those found on Scholantis should also be provided to the family.
5. The specimen is confirmed to be a bed bug, and then the school principal should notify the affected class or classes. (See *Sample Parent Notification Letter for Schools*).
6. Students should not be excluded from school unless repeated efforts have been made to remedy an infestation. Schools should not be closed due to bed bug presence; if pest management is necessary it will normally be targeted to certain areas of the school. This will be determined in consultation with the Superintendent of Facilities.
7. For children/students who repeatedly come to school with bed bugs, care for clothing and school item sanitation should involve:
 - a. At home, backpacks, lunchboxes, and other items that travel back and forth to school can be inspected daily and stored in sealed plastic containers or bags.
 - b. At school, the student could be provided with plastic bags or bins in which to store his/her belongings in order to prevent any bed bugs from spreading.
8. If a student repeatedly reports to school showing evidence of bed bugs despite previous notification, education and counseling with parents, further investigation is needed. Repeated bed bug presence may be due to the following:
 - a. Inability of parents/caregiver to organize the treatment of an infestation at home.
 - b. Failure to effectively treat a recognized infestation – this might be due to pest management failure, landlord/tenant dispute, lack of financial resources, repeated re-infestation from outside of the home, non-vigilance or lack of concern on the part of the parent.
 - c. Failure to adhere to recommended clothing and school item sanitation recommendations.
 - d. Investigate other sources of bed bugs on school property such as lockers, buses, common areas or other areas where students routinely congregate.



Other Options in Rare or Extreme Cases May Include:

- a. Notifying Child Protection Services in instances of suspected neglect.
- b. Notifying Public Health Inspection at Saskatchewan Health Authority.

While decisions to act through Children's Protection Services or Public Health Inspection should be a last resort, every effort should be made to assist the family with control of bed bugs before taking this action.



Targeted Intervention School Facilities

If the procedures outlined prior in this application are unsuccessful, targeted intervention may be necessary:

1. This may include treatment of school facilities and property if an infestation is found in the school or on buses.
2. Investigative work may be required to figure out where repeated bed bug findings are originating. If a parent is or claims to be diligently dealing with an infestation and the student continues to come to school with bed bugs, there may be an alternative source or reason that the parents haven't been successful. Things to consider are:
 - a. Where the child spends time after school, before school, or with other family members. Any of these places could have an infestation and the child may be bringing bed bugs from this location or bringing them back home to the detriment of control efforts.
 - b. Cars and other modes of transportation can become infested. Inspect all the modes of transportation the child uses.
 - c. While bed bug treatment is ongoing, it is important to remain vigilant in keeping bed bugs out of clothing and personal items brought to school. Schools may want to suggest or require having a spare set of clothing sent for the child in a sealed plastic bag. If bed bugs are found, have the child change into the clean clothes and place infested clothes into the bag.
 - d. In cases where tenant/landlord dispute is delaying effective treatment, parents should be directed to contact the local housing or bylaw enforcement.
 - e. **In rare or extreme cases, a school may have to confront a situation where a parent or caregiver is incapable or unwilling to remedy a bed bug infestation in the home.** These cases are difficult because a school must weigh several important factors:
 - i. Providing a healthy, pest-free environment for students to learn is a prime responsibility of the school.
 - ii. Providing a healthy, pest-free environment for staff is also a responsibility of school administrators.
 - iii. Repeated bed bug introductions by a student constitute a risk to other students and staff. While bed bugs do not transmit disease, they are a health issue because they are blood-feeding, human parasites. Once established in a home they can cause physical and psychological symptoms, and present a significant economic investment to eradicate. These facts are also true at the school level. Repeated inspections and potential treatment by pest management professionals, anxiety, frustration and lost instructional time on the part of staff, and administrative efforts constitute a serious cost both economically and in educational efficiency.



Sample Parent Notification Letter for Schools

Dear Parent or Guardian:

We recently found a bed bug in your child's classroom. Bed bugs are a nuisance, but their bites are not known to spread disease. Bed bugs are usually active at night and feed on human blood. The bite does not hurt at first, but it may become swollen and itch, much like a mosquito bite. Watch for clusters of bites, usually in a line, on exposed areas of the body. If you have concerns for you or your child, please contact your doctor.

The source of bed bugs often cannot be determined, as bed bugs may be found in many places including hotels, planes, and movie theatres. Even though it is unlikely for bed bugs to be spread in schools, the Regina Catholic School Division will conduct an inspection and, if needed, will treat the area where the bed bug was found.

Regina Catholic School Division will continue to work to identify bed bugs, provide thorough inspections of schools, and have licensed pest control specialists treat the rooms if a problem is found. Contact your physician or school nurse for proper care and treatment of bed bug bites.

If you have any questions regarding bed bugs in your school, please contact the principal. If you have any questions regarding bed bugs found in your home consult Saskatchewan Health

Sincerely,

School Administrator



Sample Parent Bed Bug Inspection Report for Schools

Dear Parent,

Today, a bed bug was found on your child or in your child’s belongings. While this does not necessarily mean that the bed bug was brought to school by your child, it is important to your child’s health and to the school community that you inspect your home for signs of bed bugs.

Enclosed you will find information about bed bugs and an identification guide to help you with your inspection. Once you have inspected your home, please fill out the form below and return to the school office by _____.

Sincerely,

School Administration

I have been informed that a bed bug was found on my child at school. I understand that bed bugs pose a threat to my child’s well-being and to the greater school community. I have read and understood the educational materials provided to me regarding bed bugs, and have:

- Carefully checked my family and home for signs of bed bug infestation myself
- Hired a pest management professional to check my family and home for signs of bed bug infestation.

Name of Pest Control Company: _____

After completing a careful inspection, I certify that to the best of my knowledge:

- I or a pest management professional found signs of bed bugs in my home, and I will take the following actions to eliminate this infestation:

- I or a pest management professional did not find signs of bed bugs in my home at this time. If I find evidence of bed bugs in the future, I will notify the school immediately and take action to address the infestation.

I understand that bed bugs can be spread to other homes if they are brought to school in backpacks, clothing, and other belongings. I understand that if bed bugs are repeatedly found on my child, that the school may take additional actions to protect the school community from bed bugs.

Signature _____

Date _____

Pest Management Professional Signature _____